

ELECTIONS SUPERVISOR - IRC004668

Job Location: 1520 Round Table Drive Dallas, Texas 75247

Salary Range: \$49,765.92 - \$62,100.24

Job Essentials:

- Assists management by planning, organizing, delegating and overseeing the daily operations of one or more areas of responsibility associated with the election process. Assists in budget preparation and maintains related data and reports.
- Oversees the election program area to ensure staffing coverage is adequate, and productivity standards are met and are effective develops and implements goals and objectives, performance measures and techniques to evaluate programmatic activities reviews correspondence and reports from local, state and/or federal agencies analyzes statistical data and prepares and maintains related reports.
- Researches and maintains comprehensive knowledge and understanding of applicable laws, policies and procedures to effectively communicate with staff, and acts as liaison and departmental representative to elected officials, political representatives, candidates, judges, contracting customers, vendors, general public, and/or other county, state and federal representatives to resolve problems, answer questions, provide assistance and modify policies/procedures.
- Hires and trains supervisory and support staff, evaluates performance and initiates disciplinary actions coordinates and monitors scheduling, productivity and workloads.

Qualifications:

Education: Education and experience equivalent to a Bachelors' degree from an accredited college or university in a job-related field of study.

Experience: Two (2) years of professional work-related experience to, include program development or coordination of activities.

Additional Details: Knowledgeable of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Requires thorough knowledge of local, state and federal laws, rules and regulations relevant to the area of responsibility. Must possess a valid Texas driver's license, with a good driving record. Standard office environment. May be required to stand, walk and sit for prolonged periods. May be required to visit off site locations. An extensive pre-employment background investigation will be conducted on all applicants who have been offered a position with Dallas County.

Job Link: <https://dallascounty.taleo.net/careersection/ex/jobdetail.ftl?job=004668&tz=GMT-05%3A00&tzname=America%2FChicago>

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