

GREGG COUNTY HUMAN RESOURCES DEPARTMENT

INTERNAL/EXTERNAL COUNTY OPENING

JOB TITLE: ELECTIONS ADMINISTRATOR – POSTION # (EA0003)
DEPARTMENT: ELECTIONS
DATE POSTED: JANUARY 7, 2021
CLOSING DATE: UNTIL FILLED

BASIC QUALIFICATIONS:

1. Per Section 31 of the Texas Election Code: must be a qualified voter of the State of Texas and may not be a candidate for a public office or an office of a political party, hold a public office, or hold an office of or a position in a political party .
2. Ability to exercise tact and courtesy in professional, neutral manner with county personnel, public officials, political parties, the public and media.
3. Knowledge of regulations, principles and practices governing elections administration and voter registration.
4. Familiarity with specialized elections equipment and programming principles preferred.
5. Preferred Bachelor's degree and 5 years of experience in elections office with increasing levels of responsibility
6. Excellent management, supervisory, organizational and communication skills.
7. Ability to meet multiple deadlines and balance numerous projects in a fast-paced environment
8. Available to work late hours and weekends and travel as needed.
9. Physically able to do manual tasks including heavy lifting.

EXAMPLES OF JOB DUTIES:

1. Manages overall elections process as required by law, including preparing and distributing election forms and supplies, programming and distributing voting equipment, and required reporting.
2. Performs duties and functions of Voter Registrar as delineated in the Texas Election Code.
3. Monitors and ensures compliance with all laws, regulations, and codes governing election activities and voter's rights.
4. Develops a working knowledge of all applicable election and voter registration software and equipment.
5. Partners with County Officials and legal advisors regarding redistricting and precinct boundary changes.
6. Manages financial and human resources duties of the Elections office as per County policy.
7. Attends related seminars and training sessions to maintain knowledge of Texas Election Code, Secretary of State Regulations and all election related legislation.
8. Expands public education on voter registration and elections through media, website, press releases, and interviews.
9. Recruits, deputizes and trains election workers and volunteer voter registrars.
10. Tabulates and prepares canvass reports for each county election.
11. Prepares and submits reports to Secretary of State and Commissioners' Court.
12. Notifies candidates of reporting requirements and deadlines.
13. Represents the County in an honest and professional manner and works under the general administrative supervision of the County Judge.
14. Prepares inter-local agreements with different political entities and joint contracts to conduct and oversee all elections in Gregg County.
15. Maintains excellent public relations with political parties, candidates, elected officials, voters and the media.
16. Regular and predictable attendance is required. During election cycles, extended and irregular hours during the workweek and weekend may be required.

SALARY: Minimum: \$42,000/Annually

Maximum: Department Head salaries are determined by Commissioners' Court and are commensurate with education and experience.

QUALIFIED APPLICANTS MAY APPLY AT THE HUMAN RESOURCES DEPARTMENT, ROOM 109, GREGG COUNTY COURTHOUSE.

Rita D. Fyffe
Human Resources Director

Date

EEO/M/F/V/D