

 <p style="text-align: center;"><b>Buncombe County</b> A caring community in harmony with its environment where citizens succeed, thrive, and realize their potential.</p> <p style="text-align: center;"><b>POSITION DESCRIPTION FORM</b></p>	DEPARTMENT:	Elections
	PROGRAM:	
	FLSA STATUS:	Non-Exempt
<b>Working Title of Position:</b>	Absentee Program Manager	
<b>Classification Title of Position:</b>	Absentee Program Manager	
<b>Job Family:</b>	<b>Grade: 69</b>	

**I. Purpose of the position:**

An employee in this position is responsible for the management of all aspects of conducting absentee by mail voting. This employee will lead a team who will perform the administrative duties of absentee by mail voting. Work requires that all materials meet the guidelines of election law and department standards.

**II. Essential Functions of the position:**

- Oversees all absentee by mail processes including database management, chain of custody, mailing services.
- Manages support team and enforces workplace conduct and policies.
- Conducts all absentee presentations to the Board.
- Reviews, tracks and reports on status of absentee ballot processing.
- Must be able to keep up to date with changes related to election laws, processes and standards and apply those to changes in a timely manner.
- Ensures proper archiving of absentee ballots and materials.
- Ability to adapt quickly and effectively in a work environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.
- Requires being dependable, organized, and task-oriented, with perseverance and excellent follow-through.
- Performs other related duties as assigned.

**III. Typical Work Schedule:**

- Adheres to assigned work schedule as outlined in the Department and County attendance policies and procedures.
- Regular, predictable attendance is essential. Overtime and weekends expected during elections.

*\*Note: This position has been identified as an emergency essential position and as such employees in this position may be needed to work, including after-hours, weekends and during a public emergency (to include but not limited to: floods, ice storms, disease outbreak, terrorist attack, etc).*

**IV. Supervision Received:**

Receives direction regarding general objectives of assigned work, operates within division and agency policy using independent judgment in achieving assigned objectives ; independently determines best methods and sequence to achieve assigned tasks.

**Supervisory/Leadership Responsibilities:** Provides training and supervision of temporary staff through motivation, direction, review and feedback of assigned tasks.

**V. Decision Making and Problem Solving:**

Problems are not routine or predictable in nature, may make major adjustments to work methods or procedures to identify solutions that exist within current work processes, procedures or systems. The work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

**VI. Knowledge, Skills, Abilities:**

- Create well-written and visually pleasing documents.
- Present high quality, engaging training in-person and virtually.
- Effectively use technology.
- Ability to answer inquiries independently and stay up-to-date with election law and administration.
- Coordinate with printing vendors for printing of training materials and manuals.
- Communicate effectively in person, email and by telephone with poll workers, co-workers, and vendors.
- Liaison with the NC State Board of Elections.
- Ability to follow complex oral and written instructions.
- Must use independent judgement and work with little direct supervision as situations warrant.
- Establish and maintain effective working relationships in a team as necessitated by work assignments.
- Willingness to cross train.

**VII. Organization Conformance Standards for all positions:**

- Interact with other employees, customers and partners in an effective manner, with professionalism and cultural competency; work effectively and efficiently as a team contributor including interacting, and communicating clearly and effectively both orally and in writing.
- Maintain knowledge of the agency organizational rules, policies, procedures, services and mission.
- Plan, prioritize, and organize work effectively to produce quality work with measurable results and within identified deadlines.
- Function in highly stressful circumstances and demonstrate the ability to adapt to changing priorities, deadlines and directions; ability to maintain calm demeanor while dealing with stressful situations and customers.
- Conduct business in an ethical manner at all times while maintaining a high level of professionalism and confidentiality; coordinate work efforts with other employees and organizations to accomplish a common task.
- Safely and successfully perform the essential job functions consistent with ADAAA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Maintain regular, punctual attendance consistent with ADAAA, FMLA and other federal state and local standards.
- Ability to successfully pass a drug screen and criminal background check.

**Minimum Education, Training and/or Experience (required at time of hire):**

Bachelor's degree in a related field and one (1) year of experience; or an equivalent combination of education and experience. Experience creating training materials and/or conducting training; or an equivalent combination of education and experience.

**Additional Training and Experience:**

Certified North Carolina Elections Administrator preferred.

**License or Certification Required by Statute or Regulation:**

None

**Physical Requirements:**

The work is primarily medium work requiring exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required: standing, stooping, crouching, lifting, repetitive motion, visual and mental acuity.

The work is primarily light work requiring exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required: standing, stooping, crouching, lifting, repetitive motion, visual and mental acuity.