



DEPUTY ELECTIONS ADMINISTRATOR - DALLAS COUNTY

Job Location: 1520 Round Table Drive Dallas, Texas 75247

Salary Range: \$ 96,934.92 - \$120,982.56

Brief Description:

Provides strategic leadership by assisting the Elections Administrator in planning, implementing, directing and evaluating the department's activities in the administration of federal, state, and local elections conducted by Dallas County. Oversees department in the absence of the Elections Administrator.

Job Essentials

- Assists with the direction and oversight of absentee mail voting, early voting, and election day voting for 1.1 million registered voters; ensures the voter registration rolls are accurate and complete; and assists in the oversight of the campaign finance files for candidates and office holders.
- Coordinates with the County IT Department in managing the department's purchased software solutions and developing internal software solutions; coordinates employee usage of software.
- Negotiates, drafts, finalizes and manages comprehensive election contracts with the Elections Administrator; ensures compliance of contracts for thirty (30) contracted elections per year; and presents briefings and orders for Commissioners Court, the Election Board and the Citizen Election Advisory Committee.
- Assists the Elections Administrator in managing the budget, monitoring purchases and developing strategic, operational, and budgetary plans.
- Manages daily activities of staff; reviews and approves delegated personnel functions with the Elections Administrator regarding hiring, evaluating, disciplining, training and terminating of early voting election judges and staff, the utilization of equipment, and the reporting of counted ballots and election results; provides direction and guidance to supervisory staff on personnel issues.
- Monitors, reviews and analyzes statutes, regulations, and election legislation to determine impact on election operations and to ensure compliance. Performs all functions of the Elections Administrator in his or her absence. Interacts with judiciary, department heads, elected officials, other County staff and the public to resolve problems, provide information and communicate ideas.

Job Requirements

- Education and experience equivalent to a Bachelor's degree from an accredited college or university in Business Administration, Liberal Arts, Social Sciences or in a job related field of study.
- Seven (7) years of professional work related experience, to include five (5) years of experience in a supervisory or management capacity. Ability to effectively communicate both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the public. Restrictions exist on the ability to be a candidate for a public office or an office of a political party, hold a public office, or hold an office of or position in a political party. Special rules apply to political contributions. Standard office environment.

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=005629&tz=GMT-06%3A00&tzname=America%2FChicago>

Website: www.dallascounty.org

Dallas County is an Equal Employment Opportunity