DOUGLAS COUNTY (NV)
invites applications for the position of:

Election Administrator

**Applications are reviewed on a regular basis and hiring may occur early in the recruiting process. Individuals are encouraged to apply immediately.**

About Douglas County: Video Tour of Douglas County

COMPENSATION & BENEFITS:
0-3% Merit upon successful completion of the probationary period and 0-3% annual merit increases thereafter based upon evaluation score.
Benefits include:

- **Health Insurance**: County provides medical, dental and vision coverage for employees and dependents with co-payment by employee dependent and/or family status.
- **Vacation**: Accrued at the rate of 4.6154 hours per pay period, or 120 hours per year (increase with years of service).
- **Sick Leave**: Earned at the rate of 3.3846 hours per pay period, or 88 hours per year.
- **Holidays**: 13 paid holidays per year.
- **Administrative Leave**: per status
- **Retirement**: Participation in the Nevada Public Employee Retirement System (PERS), 29.75% employer-paid.
- **Deferred Compensation**: the County has a voluntary deferred compensation program.
- **Douglas County is a drug, alcohol and smoke-free workplace.**
- **No Nevada state income tax.**
- **Stable, friendly/family atmosphere.** Fosters internal talent with training/educational programs and encourages career advancement.

Responsible for planning, directing, and managing the operations of the Clerk’s division including organizing, and conducting County supervised elections; supervises staff and the daily operations of Elections division; assists the County Clerk-Treasurer with the administration of the official duties of that office.

ESSENTIAL FUNCTIONS:

- Provides daily supervision of assigned staff; prioritizes and reviews work to ensure quality and timely accomplishment of assigned duties and responsibilities; meets regularly with staff to discuss and resolve workload and technical issues; participates in the search and selection process for new staff; provides leadership, direction and coaching to employees; provides effective training on job functions, statutory requirements and other job
responsibilities; prepares performance evaluations and discusses performance with assigned staff; counsels staff in regard to performance improvements; administers discipline as required.

- Assists in compiling and monitoring budget figures; provides input into the budget process.
- Provides interpretations of County policies and procedures and State and Federal rules and regulations to staff, other County officials and the public where needed. Monitors departmental activities, production, efficiency and quality control; makes recommendations for policy and procedural improvements and assists in the implementation of such improvements.
- Plans and conducts County elections at various offices and polling locations; ensures that all Federal and State requirements are satisfied.
- Inventories election equipment and performs elections staff training.
- Researches and reviews new legislative bills and existing laws to determine the impact on the Elections office; develops and coordinates appropriate changes to comply with laws; develops policies, procedures, and standards to ensure compliance with State and Federal laws. Researches operational and administrative problems and other matters affecting the elections office; evaluates alternatives, recommends solutions, and implements adopted changes; serves on a variety of committees concerning the activities of the department.
- Researches operational and administrative problems, and other matters affecting election activities; evaluates alternatives, recommends solutions, and implements adopted changes; serves on a variety of committees concerning the activities of the department.
- Compiles operational, budget and other statistical data and information, maintains various records, and prepares special and periodic reports; provides input into the budget process.
- Conducts a variety of operational and analytical studies; develops and reviews reports of findings, alternatives and recommendations; prepares a variety of narrative and statistical documents and reports.
- Performs administrative support and/or liaison work for the County Clerk-Treasurer.
- Develops, recommends and implements policy and procedural improvements. Represents the department and the County in meetings with representatives of governmental agencies, professional and business organizations and the public.
- Coordinates election database setup and testing and maintains the voter registration database; issues, accepts, and enters into database voter registration applications; Ensures maintenance of voter list; prepares required reports for the Secretary of State; verifies petitions; maintains voter history files; conducts research into voter fraud.
- Maintains military, overseas, and regular absentee voter database; issues, verifies, and tabulates absentee ballots; performs absentee ballot reconciliation; trains the election night absentee ballot counting board and oversees their activities.
- Reviews new and existing laws to determine the impact on Elections Office operations; develops and coordinates appropriate changes to comply with laws; develops policies, procedures, and standards to ensure compliance with State and Federal laws.
- Ensures the preparation and distribution of election-related pamphlets, brochures, instructional guides, advertising and promotional materials; may maintain Clerk-Treasurer’s website.
- Maintains the Polling Worker databases; assigns precincts to polling locations; ensures that poll sites are handicap accessible, fully supplied, and operationally prepared for election-day activities.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or
ability required.

**Education and Experience:**
Bachelor’s degree AND four (4) years of management, elections experience, or related experience; OR an equivalent combination of education, training and experience.

**Required Knowledge and Skills**

**Knowledge of:**
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Federal, Nevada State and County election laws, codes, regulations and procedures.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Computer applications, particularly as related to election operations.
- Business arithmetic.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Records management principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Repair and maintenance of electronic computer voting machines.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, including relations which are confrontational or strained.

**Skill in:**
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Performing elections management duties.
- Training others in policies and procedures related to the work.
- Interpreting, applying and explaining laws, rules, regulations, policies and procedures.
- Organizing, researching and coordinating election files and data bases.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Organizing own work, setting priorities and meeting critical deadlines.
- Dealing successfully with the public, in person and over the telephone, including relations which are confrontational or strained.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**
- Driver’s License.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.

**CONDITIONS OF EMPLOYMENT:**
1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. Employment is contingent upon successful completion of background/screening.
3. Douglas County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting
employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.douglascountynv.gov

P O BOX 218
Minden, NV 89423
(775) 782-9660

cmcmurry@douglasnv.us

Election Administrator Supplemental Questionnaire

* 1. What is your highest level of completed education?
   - [ ] High School or GED
   - [ ] Associates/Vocational Degree
   - [ ] Bachelor Degree
   - [ ] Master's Degree or Higher
   - [ ] Other Related Degree
   - [ ] None of the Above

2. How many years do you possess with management, elections experience, or related experience?
   - [ ] Less than 2 years
   - [ ] 2 years
   - [ ] 3 years
   - [ ] 4 years
   - [ ] 5 years
   - [ ] 6 years
   - [ ] 7 years or more

* 3. How many years of voter registration experience do you possess?
   - [ ] No experience
   - [ ] Less than 2 years
   - [ ] 2 Years
   - [ ] 3 - 4 years
   - [ ] 5 years or more

* 4. How many years of experience do you possess with Federal and State Election Laws?
   - [ ] No experience
   - [ ] Less than 1 year
   - [ ] 1 - 2 years
   - [ ] 3 - 4 years
   - [ ] 5 years or more
5. Please describe the experience you possess with Federal, Nevada State, and County election laws, codes, regulations, and procedures.

* 6. How many years of running of an election experience do you possess?
   - No experience
   - Less than 2 years
   - 2 years
   - 3 - 4 years
   - 5 years or more

7. Please describe in detail the experience you possess running an election?

* 8. How many years of experience in tracking and/or implementing legislative bills?
   - No experience
   - Less than 2 years
   - 2 years
   - 3 - 4 years
   - 5 years or more

* 9. Please select your level of proficiency in Microsoft Word.
   - Basic
   - Intermediate
   - Advanced
   - None of the above

* 10. In addition to completing the application, did you attach a cover letter and resume?
   - Yes
   - No

* 11. Douglas County requires applicants to list all work history from your most current employment to 10 years back. If relevant experience is over 10 years please list it on your application. ***Writing "See Resume" on the application in place of completing your information is not acceptable.*** Have you listed your current employment through 10 years of work history on your application in addition to listing any relevant experience that exceeds 10 years?
   - Yes
   - No
   - I do not have 10 years of work history, but have included all employment history.
   - I have relevant experience that exceeds 10 years and I have included the experience on my application.

* 12. Are you able to perform the essential functions of the job listed on the job description with or without a reasonable accommodation?
   - Yes
   - No

* 13. Will you be able to provide a current valid Driver’s License and DMV history report (10 year) if offered employment?
   - Yes
   - No

* 14. Douglas County employees are required to uphold the County’s Values and are evaluated based upon these Values. MISSION STATEMENT Working together with integrity and accountability, the Douglas County team is dedicated to providing essential and cost-effective public services fostering a safe, healthy, scenic, and vibrant community for the enjoyment of our residents and visitors. VALUES
STATEMENT Integrity - We demonstrate honest and ethical conduct through our actions. Accountability - We accept responsibility for our actions. Customer Service - We deliver efficient and effective service with an attitude of respect and fairness. Leadership - We establish the tone and direction for success motivating and inspiring others to accomplish a shared vision. Communication - We ensure open dialogue through proactive listening and sharing of information throughout the organization and the community. Teamwork - We work together to achieve shared goals. Do you understand Douglas County's Mission and Values Statement and will you be able to uphold them if hired?

☐ Yes
☐ No

* Required Question