Job Description

Requisition Title ELECTIONS SUPERVISOR.6019900 - 22000643
Organization ELECTIONS DEPARTMENT

Brief Description
Assists with managing the administration and operation of an election program area, to include program planning, supervising the work of others, establishing goals and objectives, developing schedules, priorities and standards for achieving goals, and coordinating and evaluating program activities.

Detailed Description
Assists management by planning, organizing, delegating and overseeing the daily operations of one or more areas of responsibility associated with the election process. 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. Assists in budget preparation and maintains related data and reports. Performs other duties as assigned.

Job Requirements
Education and experience equivalent to a Bachelor's degree from an accredited college or university in a job related field of study. Two (2) years of professional work related experience to, include program development or coordination of activities. 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.

Additional Details
An extensive pre-employment background investigation will be conducted on all applicants who have been offered a position with Dallas County. The hiring process involves successful completion of each step. The steps include: Criminal History Review, Traffic Violations Record, Review of Personal History Statement and Documents, Physical Examination, and Background Investigation. Dallas County is an Equal Employment Opportunity Employer. AmeriCorps, Peace Corps, National Service Alumni volunteers, and persons with a criminal background are encouraged to apply.

Minimum Salary: 4314.7
Maximum Salary: 5384.09
Currency: US Dollar (USD)