ELECTIONS ADMINISTRATOR

Bell County, Texas
THE COMMUNITY

Since its establishment on January 22, 1850, Bell County has attracted visitors from all walks of life. As the heart of the Texas Hill Country, Bell County incorporates approximately 1,055 square miles of unique physical geography that includes the Balcones Escarpment, which runs through the approximate center of the county from southeast to northwest. The eastern part of the county, on the Blackland Prairie, features relatively level prairie land, while the western half of the county contains rolling uplands, deeply cut with stream valleys that showcase stony slopes and steep bluffs. While the diverse landscape has entranced people for hundreds of years, a robust regional economy combined with the charming hometown feel of its cities and towns has allowed Bell County to entice many of these same visitors to stay and grow roots by showing them just how much their lives can blossom here.

Located 45 miles north of Austin, Bell County was named for then-Governor Peter H. Bell, with a population of just over 360,000, the County is one of the fastest-growing regions in Texas. While Bell County is known for being the home of Fort Hood, which is the country’s premier training facility for the U.S. Army, a strong transportation infrastructure that includes two major interstate highways, a regional airport, and railways has helped it become the regional hub for retail, business, healthcare, and education.

From local cultural attractions to an abundance of seasonal and holiday events, there is always something to see and do in Bell County. Hosting a wide variety of offerings all year long, the Bell County Expo Center is truly the hub of entertainment here. From great live music to the excitement of championship rodeos and motocross action, the Bell County Expo Center, which is also home to the Central Texas State Fair, offers entertainment for the whole family. Another shining star of Bell County cultural attractions is the Bell County Museum. With a broad mixture of exhibits, such as the Gault Site and the Little River Log Cabin, visitors can learn about the vibrant history of Bell County and its inhabitants.

Turning to the outdoors, being in the Texas Hill Country affords Bell County visitors and residents a wide range of activities to enjoy. Belton Lake and Stillhouse Hollow Lake are not only ideal for boating and fishing but along their shores are numerous hiking and biking trails. Golf enthusiasts will find a variety of clubs in the immediate area, providing a delightful mix of private and public courses. Cities such as Killeen, Harker Heights, Salado, and Belton offer numerous city parks, with playgrounds, athletic fields,
THE COMMUNITY continued

walking and bicycle trails, and many more perks. A renowned recreation destination in Belton, Nolan Creek features some of the best tubing, kayaking, and fishing in the area.

The County’s public education needs are served by 15 different school districts, many of which have been recognized for their academic excellence, innovative programs, and an abundance of extracurricular opportunities. For families seeking private or parochial schools, there are 12 schools available.

In terms of higher education, Bell County is home to four colleges and universities as well as other educational facilities that provide a large and talented employment pool with a wide variety of education and skills:

- Central Texas College (CTC) offers a comprehensive array of associate degrees, career and technical training, and adult continuing education in delivery formats that address virtually every need. College credits from CTC readily transfer to four-year universities and their tuition rate is among the lowest in the country.

- Temple College is a comprehensive community college offering an array of educational opportunities for more than 90 years. It is nationally recognized for excellence in its programs from the visual and performing arts to competitive athletics and has become one of the leading institutions in the state for education and training of health care providers.

- Texas A&M University-Central Texas was established in 2009 as a member of The Texas A&M University System, one of the largest systems of higher education in the nation. Texas A&M University-Central Texas is an upper-level institution, fully aligned with regional community colleges and offering quality bachelor’s and master’s degrees with an emphasis on access and affordability.

- Chartered in 1845 by the Republic of Texas, the University of Mary Hardin-Baylor (UMHB) is the oldest continuously operating college in the state. Situated on 340 acres in Belton, UMHB is large enough to provide a wealth of opportunities and experiences, yet small enough to walk across, and is one of the safest campuses in the nation. Leveraging a dedication to Christian principles, the university is known for producing excellent educators, nurses, business leaders, and missionaries as well as talented science and music graduates, and more.

For FY 2022 Bell County’s tax rate is $0.3943 per $100 of valuation, which includes their debt and road and bridge rates. Cities and towns in Bell County offer an abundance of housing options including single-family homes in both planned neighborhoods and rural areas, multifamily communities, apartments, garden homes, townhomes, and lake property. The median household income is $54,884 and the average home value is $205,888.

Many residents choose to stay in the County and the surrounding area throughout their lives not just because of the idyllic surroundings, low taxes, and affordable housing, but also due to the vast array of available services, including medical and healthcare. Bell County has five hospitals and medical centers including Baylor Scott & White Health, Carl R. Darnall Army Medical Center, Metroplex Health Systems, Olin E. Teague Veterans’ Medical Center, and Seton Medical Center.
Like other Texas county governments, Bell County’s principal focus is on the judicial system, health and social service delivery, law enforcement, and road construction. The Commissioners Court is the governing body of the county. The Texas Constitution specifies that the court consists of a county judge and four county commissioners elected by the qualified voters of individual commissioners’ precincts. Many state administrative responsibilities rest with the court. The Commissioners Court serves as both the legislative and executive branches of county government and has budgetary authority over all county departments, including those headed by other elected officials.

Bell County has 1,200 full-time employees and the total FY 2022 budget, including operating funds plus all special revenue funds, is $144.4 million.

With the recent successful completion of the conversion of legacy courts software to Tyler Technology’s Odyssey Software and providing vaccine clinics to County residents during the pandemic, Bell County officials are now turning to the following construction projects to help manage the continued growth:

- Purchase and renovation of the new Salado Annex.
- Expansion of the jail to include a minimum-security building, a mental health wing, and more general population beds.
- Construction of a Diversion Program Facility to focus on mental health.
- Construction of a museum storage facility.
- Conversion of county-wide financial software.

The Bell County Elections Department is comprised of five full-time employees who perform election-related activities as required by federal, state, and/or local law. The FY 2021 Elections budget is $1.18 million.
ABOUT THE POSITION

The salary and budget for the Elections Administrator are authorized and approved by the Commissioners Court. This position directs the daily operations of the elections office to ensure the lawful conduct and integrity of Federal, State, County, and local elections. The Elections Administrator performs the duties and functions of the Voter Registrar for the county; performs election-related duties as may be required by federal, state, and/or local law; is responsible for the conduct of elections, to include but is not limited to: preparing ballots, ordering ballots, furnishing and maintaining election equipment and supplies.

Under Section 31.032, Texas Elections Code, this position is appointed by the Bell County Elections Commission. This position works under the general administrative supervision of the County Judge, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.
ESSENTIAL DUTIES & RESPONSIBILITIES

- Supervises, directs, and mentors assigned staff, directing work, and completing employee performance appraisals.
- Identifies the impact of issues and decisions on the overall election process including the Spanish Bilingual Program.
- Works on legislation and analyzes impacts of potential law changes to elections.
- Assists Commissioners Court in canvassing precinct election night returns.
- Provides recruitment, training, and supervises all poll workers including Bilingual workers.
- Establishes and maintains moderately complex records and filing systems. Utilizes the records to prepare reports on Early Voting and Election Day activity. Uses specialized subject knowledge and/or judgment regarding the interpretations and presentation of such information.
- Uses ballot layout software to prepare ballots, including entry of candidates and proposition translations of ballots and other election information.
- Assists in the set-up and coordination of Early Voting by Mail, including personnel, mail out of applications, ballots, and reports.
- Oversees the coordination, scheduling, and timekeeping of all election workers, judges, and temporary staff.
- Prepares, presents, and manages the annual department budget with the County Clerk.
- Serves as the custodian of election equipment and all election records for County Clerk.
- Attends annual Texas Secretary of State Election Law Seminar and any other functions deemed necessary.
- Responds to election inquiries from candidates, media, and the general public; addresses and resolves concerns pertaining to election matters.
- Provide the names of all persons on the current voter registration lists for all the precincts in the county for the jury wheel.
- Assists in the supervision and training of temporary election workers.
- Appoints and trains public applicants as Volunteer Deputy Voter Registrars.
LEADERSHIP & INNOVATION

From being or becoming an expert on election law to understanding election machine technology to being a detail-oriented person while still seeing the big event that is an election, the Elections Administrator must take ownership of the entire election process from start to finish.

To accomplish this goal, key priorities for the new Elections Administrator include:

- **Making elections more prominent and transparent** – Through upgrades to the elections website, various audio/visual systems, and voter education tools, the new Elections Administrator needs to emphasize the importance of elections and help voters understand how they impact the county.

- **Recruiting and training election workers** – To ensure a sound election process, a new generation of election workers and volunteers is needed. Not only is recruiting these people essential, but their training needs to be proactive and well planned.

- **Understanding the many facets of election law** - Election law is changing rapidly. The Elections Administrator must be able to study, understand, and educate on these changes.
THE IDEAL CANDIDATE

While elections experience and experience in the public sector is preferred, it is not required. The next Elections Administrator will be highly ethical, collaborative, and approachable.

Specific attributes of the ideal candidate include:

➢ Adept at building and maintaining strong relationships with elected officials, County staff, the media, citizens, and other stakeholders.

➢ A calm, confident, and engaging professional with exceptional written and verbal communication skills; someone who is a strong public speaker who can remain calm amid scrutiny and possess the ability to present information clearly and concisely so that it is comprehensible by all interested parties.

➢ A strategic and impartial advisor with the ability to analyze elections issues and concerns, identify possible solutions, and articulate the impacts of proposed actions.

➢ An inclusive and thoughtful leader of the County’s Elections team who listens, seeks input, and maintains focus on what is in the best interest of Bell County.

➢ Be or become an active member of the Texas elections community with a strong network who stays abreast of all Texas election law changes that have the potential to impact Bell County.

➢ An understanding that due to the unique reporting structure, the position has a great deal of autonomy. While the Elections Administrator does not have anyone managing their tasks daily, there is an expectation for strong delivery of excellent service and work product.

➢ A passion for public service, strong work ethic, and enthusiasm for meeting the challenges and responsibilities associated with the Elections Administrator position.

EDUCATION & EXPERIENCE

This position requires an Associate’s degree in Business Administration or a related field supplemented by four years of experience in administration with an additional two years of supervisory experience. The person selected for this position must be a current registered voter in the State of Texas or be eligible to register to vote in the State of Texas upon hire, and must be able to work extended hours during election cycles. A valid Texas driver’s license is required or must be obtained within 90 days of employment along with an acceptable driving history.
Bell County offers an annual salary range of $75,000 to $100,000 based on qualifications and experience. The County offers an attractive benefits package that includes vacation and sick leave, and medical, dental, and vision insurance. All full-time employees have the option to purchase voluntary supplemental insurance coverage including life, long- and short-term disability, accident, critical illness, cancer, and hospital indemnity. Bell County is a member of the Texas County and District Retirement System (TCDRS) with an employee deposit rate of 7% and county matching funds according to actuarial projections. Employees are fully vested at 8 years.

APPLICATION PROCESS

Please apply online

For more information on this position:

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Bell County is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

Bell County
bellcountytx.com

City of Belton Economic Development
beltonedc.org

City of Temple Economic Development
templeedc.com

Bell County Chamber of Commerce
bellcountytx.com/about_us/organizations/index.php

Bell County Elections Department
bellcountytx.com/departments/elections/index.php

Bell County CVB
bellcountytx.com/about_us/event_centers/index.php

Texas State Historical Association
tshaonline.org/handbook/entries/bell-county

Bell County Social Media

Facebook
Twitter
Vimeo