



HOOD COUNTY JOB DESCRIPTION

Department: Elections
Job Title: Elections Administrator
Supervisor:
Pay Grade:
Normal Workweek: 40 hours
FLSA: Non-Exempt

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Definition

Provides customer assistance necessary in structuring, organizing and implementing the voter registration process and the county election process.

Examples of Important Responsibilities and Duties—*Important responsibilities and duties may include, but are not limited to, the following:*

- Perform voter registration duties and the duties of organizing and conducting elections for the county.
- Hire, supervise and train department employees and election workers.
- Custodian of election equipment and all election records.
- Effectively manage public relations for the Election Administrator office by providing election information, issuing press releases, conducting interviews and participating in interviews with the media.
- Prepare and present annual department budget for approval of the County Elections Commission.
- Make reports to and work closely with the County Election Commission as well as the County Commissioners Court.
- Provide the clerical assistance needed by the Commissioners Court in canvassing precinct election returns.
- Responsible for filing of petitions, determining their validity and any other matters preceding the ordering of the election.
- Be willing to work and possibly contract with other political subdivisions in the county for their election needs.
- Attend annual Texas Secretary of State Election Law Seminar and any other functions deemed necessary.

- Represent the county in an honest and professional manner.
- Perform any and all other duties of an Election Administrator as set forth in the Texas Election Code.

Experience

Must have had prior experience or possess a thorough knowledge of voter registration, election function duties and the duties and functions of an Election Administrator according to the Texas Election Code. Must have a working knowledge of NVRA, ADA, HAVA and Chapter 19 Funds

Education

College degree preferred, but not required. Knowledge of courses/seminars in election and voter registration curriculum.

Special Requirements

Excellent written and verbal communication and organizational skills. Must be a qualified voter of the state. Must have a valid Texas driver's license and be bondable. Must be able to perform duties in a non-partisan manner. Ability to handle public scrutiny and stressful situations. Must meet and abide by any other and all requirements set forth in the Texas Election Code. Ability to recruit, train and supervise election workers. Ability to obtain and maintain any and all certification as required by the State of Texas. Ability to effectively maintain media and public relations matters.

Working Conditions

Some long, irregular and weekend hours for voting, election schools, speaking engagements and deputizing deputy voter registrars. Occasional lifting of material over 40 pounds such as ballots, boxes, combination forms, and training materials. Occasional travel required.

"This job description in no way states or implies that these are the only duties to be performed. Employee may be requested to perform other duties assigned within the scope of responsibility and requirements of the job."