



# McLennan County

<b>Job Title:</b>	Elections Administrator	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Elections Administration	<b>Opening Date:</b>	
<b>Position Number:</b>		<b>Closing Date:</b>	
<b>Vacancy Number:</b>		<b>Compensation Range:</b>	\$2,116.15-\$3,721.98 biweekly

## JOB DESCRIPTION

**POSITION SUMMARY:**

The Elections Administrator performs the duties and functions of the Voter Registrar; performs election-related duties required by the law. Plans, coordinates, and manages Election Department operations in compliance with the Texas Election Code and Federal regulations, which involves holding elections, preparing ballot formats, and ordering, preparing, and furnishing election equipment and supplies, conducting early voting, preparing election returns for canvassing, and filing Title 15 reports for candidates.

**ESSENTIAL JOB FUNCTIONS:**

- Oversees and coordinates the County’s voter registration activities; maintains voter registration records and ensures the accuracy of the voter registration system; manages and oversees the mass mail-out of Voter Registration Certificates every two years; sends out confirmation notices resulting from returned Jury Notices and returned Voter Registration Certificates
- Manages and coordinates all election processes taking place within the County’s jurisdiction including Primary, General, Joint and Contracted Elections
- Oversees and conducts elections including tabulating voted ballots and reporting voting results; provides canvass reports to all entities and provides Precinct by Precinct Reporting to the Secretary of State’s office; coordinates and oversees recounts. Conducts a manual count of election precincts after a Primary and a November General Election and reports the findings to the Secretary of State
- Monitors and ensures compliance with all laws, regulations, and codes governing election activities and voters’ rights
- Partners with County officials and legal advisors regarding redistricting and precinct boundary changes; assists in ensuring accurate and balanced voter placement
- Contracts with different political entities throughout the County to conduct and oversee their various elections throughout the year
- Programs election databases; designs, codes and edits ballot information; prints, tests, and maintains election ballots; monitors and maintains election equipment inventories. Oversees and manages the pre-defining of the Electronic Election equipment for all elections
- Coordinates with the Secretary of State’s Office regarding electronic voting system operations and analyzes statistical data and prepares reports
- Responds to election inquiries from candidates, the media, and general public; addresses and resolves complaints pertaining to election matters; stays current with Open Records Laws and complies with any requests made to the Elections Office
- Serves as the custodian of election records and filing agent for Candidate and Officeholder Title 15 reports
- Acts as service provider for election services contracts for political subdivisions within the County
- With assistance from the Secretary of State, interprets and applies the Texas Election Code provisions to election process procedures to protect the voting rights of all County citizens
- Attends and participates in a variety of meetings, conferences, and seminars; stays abreast of developments and legislative changes affecting elections and voter registration. Reviews current and proposed legislative issues represents the department at community organization meetings and board meetings involving election matters
- Supervises temporary election workers and provides training regarding election procedures and the operation of electronic election equipment
- Reconstitute the County’s Jury Wheel annually
- Documents and maintains records of all election activities and results

- Arrange for polling location usage for all elections. McLennan County participates in the Countywide Election Day Vote Centers Program for all elections.
- Conducts management analysis or problem solving of issues affecting the department. Assesses the effectiveness of service delivery methods, identifying opportunities for improving service and implements these improvements
- Directs the development and administration of the department's annual budget including capital and fixed expenditures. Monitors costs and levels of staffing, equipment, materials and supplies. Monitors and approves expenditures and implements cost savings programs
- Administers and supervises department and personnel matters including:
  - Hiring, motivating employees, employee evaluation and employee operations
  - Recommends pay increases or actions, approves leave, new hire training and continuing education opportunities available to staff
- Supervises personnel matters including disciplinary actions and the resolution of departmental employee disputes
- Acts as a resource for employee questions regarding customer, client or citizen issues, policies, etc.
- Attends Commissioners Court meetings and provides updates, provides reports, provides recommendations—including on payment requests of contractors or vendors, and answers questions
- Performs other duties as tasked
- Performs all other related duties involved in the operation of the business as required by law

**LIMITATIONS AND DISCLAIMER:** The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Must be a registered voter of the state of Texas. May not be a candidate for public office, hold a public office, or hold an office or position in a political party. Other restrictions apply. (See sec 31.035 of the Election Code.)

**EDUCATION:**

***Required***

- Bachelor's Degree in Political Science, Public Administration or related field, in lieu of degree, minimum 4 years' experience in a related role plus the required years of experience listed below

**SKILLS ~ EXPERIENCE:**

***Required:***

- 4 years' experience required in an elections department or related field; 6-8 years of experience preferred
- 4 years' experience in a management position preferred;
- Must be a registered voter of the state of Texas
- Knowledge of the laws, regulations, principles, documentation and equipment with regard to elections
- Knowledge of regulations, principles, and practices governing Voter Registration
- Knowledge of specialized elections equipment and database programming principles
- Exceptional skill in establishing and maintaining effective working relationships with County employees, occasionally media personnel, contractors, governmental entities, regulatory agencies and the general public
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems such as Microsoft Office Work, Excel, and Outlook
- Possess excellent communication skills, both oral and in written
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Knowledge of principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution

**DISCLAIMER:** McLennan County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications in the past seven years and may include credit reports, motor vehicle records,

employment records, and educational attainment. A conviction or deferred adjudication is not an automatic bar to employment. Each case is considered individually.

**All Employees**

- o Must be committed to achieving excellence in assigned duties, always in service of the county and community
- o Must have ability to earn and keep the trust of fellow employees and the community at large
- o Must be approachable and ready to help fellow employees and the general public

**Director Role**

- o Must be a visionary that can conceptualize large scale ideas and bring them to fruition by rallying the support of an organization
- o Must be a delegator that can challenge individuals to reach their potential
- o Must be strategic in using time, effort and resources to achieve goals
- o Must have an entrepreneurial sense of determination and be able to use this trait in seizing new opportunities

**ENVIRONMENTAL FACTORS:** Individual works mostly indoors in a well-lighted air-conditioned office with occasional outdoor errands and/or deliveries.

**PHYSICAL DEMAND REQUIREMENTS:**

- Frequent sitting, standing, bending and walking
- Includes a small amount of light-lifting (30-40 lbs.) and carrying up light loads for distances of up to 120 ft.
- Continuous reading and communicating both on the telephone and in person
- Continuous use of the computer and keyboard

**HOURS / SPECIAL CONDITIONS:** Hours necessary to complete work requirements. General office hours 8:00 am to 5:00 pm.