

VACANT POSITION
DEPARTMENT: ELECTIONS
OBTAIN APPLICATION: <http://www.whitecounty.net>
SUBMIT APPLICATION AND RESUME TO:
hr@whitecounty.net or 1235 Helen Hwy Cleveland, GA 30528
Open Until Filled

Job Title: Elections Supervisor
Salary: Depending on Qualifications
Work Schedule: 8:00 am- 5:00 pm; M-F; Overtime as needed.

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

JOB LOCATION:

Located in the foothills of Georgia's scenic Blue Ridge Mountains, White County is a nature lover's and sportsman's paradise. White County is easily accessible to the University of Georgia and Georgia Tech campuses, as well as Atlanta's professional sports venues and cultural offerings. Come and enjoy the county's many scenic views and vistas which include the historic Sautee-Nacoochee Valley, Smithgall Woods and the Chattahoochee National Forest. White County is home to the county seat of Cleveland, an award winning school system, the famous Cabbage Patch Kids, the picturesque Alpine resort City of Helen and its Oktoberfest celebration, and eight premier vineyards / wineries representing the heart of Georgia's Wine County.

MINIMUM TRAINING AND QUALIFICATIONS:

Education and Experience:

- Associate's Degree;
- Two (2) years of related work experience;
- Or equivalent education, and/or experience.

Licenses and Certifications:

- Possess and maintain a valid Georgia driver's license;
- Georgia State Election certification;
- Notary Public certification.

Knowledge, Skills and Abilities:

- Knowledge of departmental policies and practices;
- Skill in the use small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry;
- Skill in using computers for word processing and/or accounting purposes;
- Ability to supervise, organize, and communicate effectively.

GENERAL STATEMENT OF JOB: This position is responsible for administering and supervising the conduct of elections, primaries, and the registration of electors for the county; directs and controls all election and voter registration staff personnel. Additionally, the incumbent creates and implements policy to ensure compliance with state and federal laws.

ESSENTIAL JOB FUNCTIONS:

- Develops and implements policies and procedures for election processes;
- Directs daily operations of department by establishing priorities, developing standards, and setting deadlines;
- Hires, Interviews, supervises, and trains all department personnel;
- Develops and implements community outreach programs concerning voter registration and elections;
- Develops, implements, and oversees all policy and procedures for voter registration;
- Prepares and presents information to the Board of Elections and maintains records thereof;
- Serves as a liaison between the Board of Elections, Secretary of State, and county government;
- Creates, inspects and enforces all security policy and procedures concerning election equipment;
- Serves as a Qualifying Officer for all local elected offices;
- Prepares budget for department;

- Analyses data and voter statistics in order to determine election equipment purchases and disbursement;
- Oversees and performs all testing of election database and vote counting software and equipment;
- Performs routine maintenance on all election equipment;
- Researches and studies all current election and voter registration laws to ensure compliance;
- Researches and analyzes data in order to determine precinct and polling location designation;
- Performs administrative duties such as serving as the department head;
- Performs other duties as assigned.

PHYSICAL DEMANDS:

Work is medium and requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Work also requires climbing, crouching, feeling, fingering, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, talking, and visual acuity.

WORK ENVIRONMENT:

Work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

SUPERVISORY CONTROLS: The elections supervisor is subject to direction, evaluation and corrective action by the County Manager. The elections supervisor will provide supervision for all departmental staff.