

ELECTIONS COORDINATOR

THE JOB

The Elections Coordinator insures that ballots, voter information pamphlets, election supplies and equipment are accurately prepared within prescribed deadlines. This position supervises staff who process and count returned ballots. Work requires extreme attention to detail, considerable accuracy, and the ability to meet tight deadlines.

CLASSIFICATION DISTINCTIONS

This is a single incumbent position reporting to the Elections Manager. The incumbent works with considerable independence under general direction, and exercises considerable judgment in coordinating the balloting processes. Must be able to interpret and closely follow state, federal and local laws relating to elections. Supervises temporary election workers on an assigned basis.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Coordinates with a private mail service for ballot packet assembly; supervises staff who assembles ballot packets; and coordinates with the Post Office for ballot delivery.
- Supervises staff who assembles ballot drop location materials. Prepares and updates supplies prior to assembly.
- Trains, schedules, and supervises up to 100 temporary staff tasked with processing return ballots; updates forms and written procedures used by temporary staff.
- Assists in training election observers.
- Provides technical support for operation of envelope sorting equipment; coordinates with vendor for system maintenance. Programs envelope sorting schemes and transfers files between voter registration and the sorting system.
- Coordinates with manager to prepare and produce local voter pamphlets, and supervises temporary staff assigned to this task.
- Maintains voting system hardware and creates database backups.
- Participates in final audit and reconciliation of election results prior to official certification of election results.

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- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Two to four years of progressively responsible administrative and technical expertise, including experience coordinating detailed proscribed processes within restricted timeframes

OR -

A bachelor's or equivalent from an accredited college with course work in business, political science, management or a related field.

OR -

Any combination of training, education, and experience which demonstrates the ability to perform the work of the classification.

Supervisory or lead experience in an office environment is highly desirable.

Experience with GIS and voter registration software highly desirable.

Knowledge of: principles, techniques and laws governing election processes; formatting and presentation of written materials; general office procedures and practices and technical and/or specialized functions, policies and procedures involved in elections; principles of supervision; spelling, grammar and punctuation and general and technical formats used in the work; report writing, record keeping, and data compilation; complex personal computer applications.

Ability to: perform a wide variety of difficult, complex and responsible work; independently set up and maintain records and complex files; develop new procedures, evaluate existing processes, implement systems; use complex computer applications, including personal computers and the voter tabulation system; perform a variety of tasks within rigid deadlines; train and guide the work of others; establish and maintain cooperative and effective working relationships and interact with the public with courtesy and tactfulness; communicate clearly and concisely, both orally and in writing.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Incumbents typically work in an office setting with occasional periods in the warehouse of the ballot mailing services. Work involves management of multiple priorities and non-negotiable deadlines and may involve face-to-face interactions in stressful or sensitive situations.

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Essential tasks include use of the telephone and personal computer, writing, driving a county or personal vehicle and traveling to ballot deposit locations, and the manual dexterity necessary to repair election equipment.

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