

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following positions. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Human Resource Department, Room 705, of the Santa Fe Building, 900 S. Polk , or call 349-4831. Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE: **ELECTIONS ADMINISTRATOR**

SKILLS REQUIRED: Highly organized
 Good writing and spelling skills
 Pleasant attitude in dealing with people
 40 hours per week
 Detail oriented
 Ability to speak in front of people
 Follow procedures established by statute and office policy
 Ability to handle HIGH LEVEL OF CONCENTRATION despite frequent interruptions
 Ability to keep certain information confidential
 High school diploma or GED; college/business/technical, training helpful
 Must be bondable

ESSENTIAL JOB DUTIES:

- Perform voter registration duties of the county, schools, cities and utility districts
- Perform the duties of organizing and conducting elections for the county, schools, cities and utility districts
- Develop a working knowledge of TEAM and other election specific software
- Hire, supervise and train department employees
- Work with political party chairs in all matters related to elections
- Recruit, train and supervise elections workers
- Custodian of election equipment and all election records
 - Provide maintenance
 - Follow storage and retrieval system for above
- Effectively manage public relations for the EA office by:
 - providing election information, issuing press releases
 - conducting interviews
 - participating in interviews with the media
- Prepare, present and manage the annual departmental budget
- Make reports to and work closely with:
 - County Election Board
 - Commissioners Court (as required)
 - Other county officers as required
 - Auditor
 - Treasurer
 - County clerk
 - District clerk
- Work with US Attorney General's and Texas Attorney General's as related to the voting rights acts and redistricting of the county precincts
- Keep abreast with all legislation pertinent to elections
- Prepare legal orders, notices and canvass of election for the Commissioners Court
- Filing of petitions, determining their validity and any other matters preceding the ordering of an election

- Be able to work with and 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
- Serve as guest speaker at various community organizations as requested to discuss election activities
- Perform any and all other duties of an Election Administrator as set forth in the Texas Elections Code\

EXPERIENCE:

- Prior experience or possession of a knowledge of voter registration and election function duties preferred
- Should have management, supervisory and budgetary experience
- Above average computer skills with knowledge in Excel and Word
 - Ability to implement new technology
 - Adapt technology to the election process

SPECIAL REQUIREMENTS:

- Excellent written and verbal communication, management, supervisory and organizational skills
- Must be a qualified voter of the state
- May not be a candidate for a public office or an office of a political party, hold public office, or hold an office of or a position in a political party
- Must have a valid Texas driver's license and be bondable
- Must be able to perform duties in a non-partisan manner
- Must meet and abide by any and all requirements set forth in the Texas Election Code
- Must be able to exercise tact and discretion in handling confidential records
- Must be able to exercise tact and courtesy in frequent contact with various county personnel, public officials, poll watchers and the general public
- 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 handle public scrutiny and stressful situations
- Ability to effectively maintain media and public relations matters
- Ability to work with vendors in setting up and conducting elections
- Ability to work with TEAM in regard to voter registration, creating or inheriting elections, maintaining the jury pool database and financial matters as related to elections
- Sometimes long, irregular and weekend hours for voting, election schools, speaking engagements and deputizing deputy voter registrars
- Frequent lifting of material over 30 pounds such as Verity Duos, Poll Pads, boxes, and other materials
- Occasional travel required

ACTIVITIES REQUIRED: Including but not limited to: Organizing, coordinating, evaluating, planning, reading, sorting, comparing, problem solving and assisting

PHYSICAL ACTIVITIES: Including but not limited to: Data entry, typing, operating stand-alone copiers, election voting devices, standing, verbal & written communications, sitting, lifting, sorting, stooping, reading, bending, carrying, filing, walking and handwriting

STARTING SALARY: \$65,000

The above statements are intended to describe the general nature and level of work being performed by this classification. They are not to be construed as an exhaustive list of all job duties performed. The qualifications listed above are intended to represent the minimum skill and experience levels associated with performing the duties and

responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job related selection or promotional criteria.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

A BACKGROUND INVESTIGATION, INCLUDING A REVIEW OF CRIMINAL HISTORY INFORMATION, MAY BE CONDUCTED AS ALLOWED BY LAW

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES