

ELECTIONS DIRECTOR

Work in this classification requires an individual to satisfactorily perform the essential classification functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification specification, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually written out in this class specification.

This is a broad classification specification. Pay zones may be established for some positions in this classification to identify unique variables, which may result in additional essential duties, experience, licenses/certifications, or knowledge, skills, or abilities other than those contained herein.

CLASSIFICATION SUMMARY

The Elections Director plans and directs overall operations of the Elections Department (or the office of the County Board of Elections) in the preparation for and execution of all federal, state, and municipal elections, providing administrative assistance to the Board of Elections, and management of voter registration and required records in accordance with federal and state laws and regulations. Appears on behalf of the Board in regard to public relations with elected officials, candidates, political parties, civic organizations, the general public and the media on election matters. Duties also includes management of regular staff and large numbers of temporary staff and their responsibilities of voter registration, education programs, records management, candidacy filing and campaign finance; preparing and maintaining departmental budget; preparing long and short-range operating plans; developing and implementing procedural and technical improvements; preparing bid specifications for elections services and equipment and entering into contracts with vendors.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES

- Supervises staff, prioritizes and assigns work; conducts performance evaluations; ensures staff is trained; and makes hiring, termination and disciplinary recommendations.
- Directs and participates in the activities of regular staff and large numbers of temporary and occasional staff and volunteers and prepares for and conducts an election.
- Manages staff engaged in other activities such as voter registration, registration records management, administration of absentee ballot procedures, and candidacy filing.
- Provides administrative assistance to the Board, reports all changes in elections laws to the Board; makes recommendations to the Board on procedures and solutions to anticipated problems and implements Board decisions and policies; prepares meeting agendas and minutes; supervises the preparation of all Board correspondence and legal advertisements; prepares the ballots for Board approval; and conducts Board public relations activities.
- Develops and implements procedural and technical improvements.
- Establishes departmental policies and procedures.
- Prepares long and short-range operating plans that align with current department policies and procedures.
- Prepares and presents departmental budget requests, oversees (or controls) approved budget expenditures, performs a variety of other administrative tasks.
- Prepares bid specifications for elections services and equipment, solicits bids, negotiates and enters into contracts with vendors.
- Assists in legal and official actions/proceedings relevant to elections, including compiling documents and testifying.

ELECTIONS DIRECTOR

- Develops and conducts voter education and registration drive programs in cooperation with candidates, political parties, and civic organizations.
- Obtains legal opinions from the Attorney General's Office on election procedures; advises municipalities and attorneys on various election procedures.
- Interacts with candidates, political parties, civic organizations, and the general public and represents the Elections department as a non-partisan position.
- Monitors polling place accessibility and makes recommendations to the Board for improvements.
- Reports unofficial election results to media and assists the Board with canvassing official results.
- Prepares voting machines for elections.
- Maintains maps of all precincts and makes recommendations via the County Board of Elections to the State Board of Elections regarding precinct boundaries.
- Maintains oversight of all communication with election officials, including election official training and support.
- Maintains contact with precinct officials, keeps them informed of changes in the laws, trains them to conduct elections and supplies them with election materials.
- Represents the Elections Department as a county department head and performs all personnel duties with the advice and consent of the Board.
- Maintains contact with county municipalities concerning election matters, prepares the budget and conducts other election business.
- Performs work with regular and predictable attendance consistently meeting the scheduling needs as required by the county.
- Performs work during emergency/disaster situations.
- Performs other duties of a similar nature or level.

POSITION SPECIFIC ESSENTIAL DUTIES

Not applicable.

KNOWLEDGE, SKILLS, OR ABILITIES

Knowledge of Chapter 163 of the NC General Statutes; State and federal campaign reporting guidelines and regulations; policies and procedures under the National Voter Registration Act of 1993; Title 8, NC Administrative Code; administration, budgeting and program management; principles and practices of leadership management and the use of management techniques and practices; New Hanover County geography and community resources; and U.S. Bureau of the Census maps.

Skilled in performing statutory research; updating and maintaining records; providing leadership; supervising , evaluating and training staff; preparing and making presentations; using a computer and related software applications; providing information to the public; using voting machines, counting equipment, computers and relate software applications; and communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Political Science, or related field, and seven (7) years of progressively responsible elections experience; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the specific position as listed above.

ELECTIONS DIRECTOR

LICENSING/CERTIFICATION

- Certification as a North Carolina Election Administrator must be obtained within three (3) years of employment.
- CERA - Certified Elections Registration Administrator (National Recognized - Auburn University - Election Center Accreditation Program).

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently to or 10 pounds of force to constantly to lift, carry, push, pull or otherwise move objects. Additionally, the following physical abilities are required: balancing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, manual dexterity, mental acuity, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

The work is performed primarily in an office or indoor setting with typical levels of noise and disruptions.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E5/14; 11/23