

COUNTY OF MISSOULA
ELECTION ADMINISTRATOR
6/2014

This position has been determined to be EXEMPT from the overtime provisions of the Fair Labor Standards Act and Montana Wage and Hour law.

DEFINITION: Provides supervision and program management for the Elections division, to oversee complex work involved with registering voters, processing petitions and conducting primary, general, school and special elections.

EXAMPLE OF DUTIES: (The following are intended to illustrate typical duties; they are not meant to be all inclusive or restrictive.)

ESSENTIAL DUTIES:

The County Elections Administrator plans, organizes, coordinates, and manages Federal, State, and County elections and all facets of the voter registration processes in accordance with Montana State Law, including administrative direction from the Montana Secretary of State. The Election Administrator also conducts elections for other governmental entities that may contract with the County for election services.

Manages plans and directs highly technical election activities including ballot design and layout, equipment preparation and testing, develops, conducts and facilitates a complex schedule of training workshops for election staff to ensure familiarity with election laws and regulations. Includes staff assignments, selection of polling places, oversight for absentee voting, late registration and the overall management of local, State and Federal elections;

Reviews, interprets and implements complex laws, regulations and policies (local, State and Federal) that vary for each election, change continually, and relate to the voting process, candidate requirements, campaign finance disclosure process, accessibility issues and other activities relating to the election process.

Serves as a department manager; supervises staff, directly and indirectly. Responsible for hiring, employee development and training, scheduling, performance management, discipline and termination of employees.

Develops and oversees the division's budget. Oversees and manages receipts and expenditures to meet strategic goals. Develops and maintains procedures for balancing daily, monthly and yearly figures.

Plans and organizes customer service procedures. Takes steps to improve service to electors and to the public; responds to complaints. Provides guidance and direct assistance to staff encountering difficult problems or customer confrontations.

Maintains a current knowledge of voter registration and election rules and policies set by the State of Montana, the Secretary of State's Office and the Federal Election Commission. Communicates pertinent information to Board of County Commissioners, Election Advisory Board and subordinate personnel.

Monitors the acceptance and verification petitions in accordance with statutory guidelines. Providing required results to the Montana Secretary of State and Board of County Commissioners pursuant to Montana State Law.

Prepares materials for public hearings with Board of County Commissioners and the Election Advisory Board; and provides information to the general public.

Provides information and handles correspondence with general public, candidates for office, media, and representatives of other political subdivisions or government agencies.

Develops election plans, and plans for citizen participation in elections. Oversees projects related to the conduct of elections and develops procedures to implement changes in election procedures and to manage information and communication flow.

Prepares news releases, fact sheets and other informational materials. Develops policies, procedures, posters, flyers, graphics and videos to support communications within the department. Reports election activities and schedules to the Board of County Commissioners and Election Advisory Board pursuant to their by-laws.

OTHER DUTIES:

Performs related work as required or directed.

SUPERVISION RECEIVED: This is an appointed position that works under the general direction of the Board of County Commissioners.

SUPERVISION EXERCISED: Supervises a moderate number of employees, directly or indirectly through subordinate supervisors. Coordinates the hiring, training, and scheduling of hundreds of election workers for elections.

WORKING RELATIONSHIPS: Has frequent contact with other employees, other County departments and state agencies. Has frequent contact with the general public and the media. Work contacts are to plan, coordinate and advise on work efforts; and on specialized matters to obtain, clarify, or provide facts or information.

PHYSICAL/ENVIRONMENTAL DEMANDS:

The work requires occasional heavy lifting (up to 65#s) and periods of strenuous physical demand to conduct training sessions. Requires occasional travel, locally and out of town to meetings and training. Most work performed in an office or business setting but requires visits to remote polling places that may involve walking over rough and uneven terrain.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

KNOWLEDGE: Thorough knowledge of supervisory practices and techniques. Considerable knowledge of methods for providing and improving customer service. Considerable knowledge of statutes, regulations, policies and procedures related to state and local elections; voter registration; and the acceptance and processing of citizen sponsored petitions. Working knowledge of methods to assess target audiences and to identify appropriate and effective communication methods. Working knowledge of the principles and techniques of mass and targeted audience communication. Working knowledge of providing training for adults. Working knowledge and demonstrated skill in working with a wide variety of individuals and building consensus among parties that may have differing opinions or viewpoints.

SKILLS: Skill in computer technology, use of personal computer using spreadsheet and word-processing in a Windows environment. Skill in the use of audio-visual equipment. Skill in the use of web site content development tools.

ABILITIES: Ability to read, comprehend and execute complex laws, regulations, rules and policies. Ability to effectively manage multiple priorities of a time sensitive nature, to coordinate multiple work efforts and staff activities. Ability to develop appropriate communication strategies for target audiences. Ability to develop, implement and manage public information and internal communications programs. Ability to be diplomatic especially in confrontational situations. Ability to hire, train, direct and evaluate employees. Ability to speak in front of and make presentations to large groups of people. Ability to establish and maintain effective working relationships with diverse individuals and groups. Ability to communicate effectively in the English language, orally and in writing.

MINIMUM QUALIFICATIONS:

EDUCATION: Requires a bachelor's level degree. Degrees best suited for this position may include business administration or public administration.

EXPERIENCE: Requires five years of experience working in business management, public administration, or in any capacity related to the conduct or administration of public elections. Requires at least three years of experience as a supervisor in a customer service setting.

SPECIAL REQUIREMENT: Successful candidate must reside in Missoula County.

Signature of employee

Date