

# Elections Director

Dept: Elections

FLSA Status: Exempt

## General Definition of Work

Performs difficult administrative work directing the registration, voting and election activities for the County, advising candidates, preparing and maintaining records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Manager and Randolph County Board of Elections. Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Supervises and plans for the electoral process.
- Supervises, organizes and directs the work of election personnel; trains, assigns, directs and inspects the work of employees; evaluates employee performance; coaches and counsels staff; develops staff schedules.
- Supervises and participates in the registration of voters; reviews and determines eligibility of voters.
- Supervises the maintenance of current voter registration records.
- Participates in making arrangements for setting up voting equipment in precincts during elections.
- Supervises the preparation of voting lists by precincts; posts and publishes notices in accordance with regulations.
- Supervises the coding and printing of election ballots according to instructions of the State Board of Elections.
- Makes arrangements for adequate facilities and equipment at polling places.
- Supervises and participates in the processing of absentee ballots.
- Supervises the issuance of transfers to registered voters who have moved.
- Answers correspondence and inquiries relating to registration and elections.
- Confers with and reports to the Board of Elections on voter registration and elections.
- Prepares budget proposals; compiles payroll for election officials and workers.
- Assists in assigning personnel at polls and in receiving registrations during election period.
- Manages the screening and hiring of personnel.
- Assists the County Attorney with the investigation of election related complaints and preparation of documents for election protests, challenge hearings and other election related matters.
- Disseminates and presents election related information to the news media, political parties, candidates and the general public.
- Prepares department budget, monitors expenditures and supervises financial records and transactions.
- Supervises candidate filing process and campaign finance reporting and compliance.
- Analyzes and supervises updates to districts, precincts and municipalities.
- Manages the preparation, maintenance and replacement of voting and computer equipment.
- Reviews and analyzes the validity of petitions.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

## Knowledge, Skills and Abilities

Thorough knowledge of federal, state and local citizenship and voting registration and election laws and regulations; thorough knowledge of registration and voting procedures and of the maintenance and protection of voting registration lists and records; thorough knowledge of voting and election systems and equipment; thorough knowledge of standard office practices, procedures and equipment; ability to plan,

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train and supervise the work of others; ability to exercise analytical judgment, problem-solving and decision-making skills; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with the Board of Elections, county and state officials, associates, media and the general public.

## Education and Experience

Bachelor's degree with coursework in business administration, government or public administration, or related field and three to five years experience conducting governmental elections including some supervisory experience, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

- North Carolina Election Administrator certification.
- North Carolina Notary Public.

## Competencies

**Leading with Integrity:** Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

**Negotiation Skills:** Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

**Managing Customer Focus:** Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

**Quality Management:** Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

**Team Leadership:** Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

**Change Management:** Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

**Managing People:** Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

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**Visionary Leadership:** Creates a clear, compelling vision; Communicates vision and gains commitment; Acts in accordance with vision; Displays passion and optimism; Mobilizes others to fulfill the vision

**Financial Responsibility:** Understands financial targets and budget goals; Incorporates financial analysis into strategic decisions; Implements operating budget flexibility to address changing priorities; Creates sound business cases to support expenditures; Promotes conservation of organizational resources

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Name (Printed)

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date