

TITLE: Elections Supervisor

EL/1-155

DEPARTMENT: Elections, Fayette County

JOB SUMMARY: This position is responsible for managing and directing election activities.

MAJOR DUTIES:

- o Coordinates activities with municipalities to conduct elections.
- o Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- o Directs the absentee, mail-in, and advance voting programs.
- o Proofs ballot layouts for content and accuracy.
- o Trains poll workers.
- o Manages and directs voter registration activities.
- o Enters data into statewide computer system.
- o Prepares and administers annual budgets.
- o Serves as Filing Officer for County; maintains campaign and financial disclosures.
- o Prepares minutes of board meetings.
- o Prepares correspondence and reports.
- o Attends official training events.
- o Attends senior staff meetings.
- o Conducts department staff meetings to disseminate necessary information to staff regarding changes to policies and procedures.
- o Attends Board of Commissioner meetings; attends State Elections Board meetings.
- o Speaks to groups of co-workers, staff in other organizations, and the general public regarding voting procedures, use of election equipment, and the rules and regulations of voter registration.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of Georgia Election Code and the rules of the State Election Board.
- o Knowledge of standard management and supervisory practices.
- o Knowledge of the principles and practices of records management.
- o Knowledge of the installation and operation of election equipment.
- o Skill in interpreting complex information and in conveying it to others in a accurate, complete, and understandable manner.
- o Skill in researching, interpreting, and compiling complex data and other information into a useful product.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Board of Elections assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include the Georgia Elections Code and the rules of the State Election Board. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied management, supervisory, and administrative duties. Frequent changes in laws and regulations contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to manage and direct election activities. Success in this position contributes to fair and impartial elections.

**PERSONAL CONTACTS:** Contacts are typically with co-worker, voters, candidates, elected and appointed officials, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Elections Officer (2), Elections Clerk (1) and multiple part time employees based on the election cycle.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.