

Hill County, TX

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Election Administrator

Department: Elections Administration

Pay Grade: 114

FLSA Status: Exempt

JOB SUMMARY

The position is an exempt position that performs the duties and functions of the voter registrar and the duties and functions required to conduct elections. See Texas Election Code Section 31.043, Section 31.044, and Section 31.045. The Elections Administrator is responsible for voter registration and the conduct of elections in Hill County. This is a full time, regular position.

ESSENTIAL JOB FUNCTIONS

- Regular and punctual attendance is required. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule.
- Excellence in customer service including written and verbal communication.
- Personnel management.
- Leadership skills.
- Organizational skills and ability to work independently.
- Attention to detail and accuracy.
- Computer skills to include proficiency with Internet Explorer, Microsoft Windows, Word, Excel, Power Point, Adobe Acrobat.
- Knowledge of TEAM, Hart Intercivic and an Electronic Poll book hardware/software preferred.
- Excellent knowledge of English, spelling, grammar, punctuation.
- Proficient with general office practice and procedures.
- The Elections Administrator (EA) is responsible for the overall management of elections, including contract elections with political parties and political subdivisions.
- The EA must work with Political Party Chairs and their designees, political subdivision representatives and their designees during primary, general and/or special elections including training of election workers. Must work cooperatively and support county chairs / officials / city officials / school officials / special entity officials in the operation of their respective elections.

- The EA must be able to act in a completely non-partisan manner with officials, candidates, and officeholders.
- Must have an understanding of state and federal election law, ballot processing technology and related issues, and counting station procedures.
- Must design and conduct elections for the County, political parties, and other political subdivisions as required.
- Responsible for building, proofing, and security of official election ballots.
- Responsible for maintenance of the Texas Election Administration Management System.
- Responsible for equipment inspection and maintenance of voting equipment.
- Must work with and/or assist Election Hardware/Software Vendor(s) technicians and support staff.
- Responsible for training, including presentations for early voting, in person and by mail, for local, primary, special, and general elections.
- Work with local and county officials to combine voting precincts as necessary.
- Responsible for all voter registration activities in the county.
- Work with County 911 Coordinating Department to assure proper coding of property in the county and each political subdivision.
- Prepare and present Election Administration annual budget to Commissioners Court.
- Work with County Auditor and County Judge to maintain budget and/or ledger balances of revenues/expenditures associated with Help America Vote Act (HAVA) Funds and Chapter 19 Funds.
- Responsible for the supervision of all Elections Administration staff.
- Conduct training activities for election personnel. Participates in media interviews and provides statements to the media.
- Make presentations as requested or necessary to civic organizations.
- Reports to the County Judge on behalf Elections Commission.
- Must be willing to travel. Must attend all Secretary of State (SOS) Election Administration training and/or conferences.
- Regular attendance and timeliness when reporting for work required.
- Run errands for the office – including, but not limited to, the bank, post office, within the courthouse and/or to courthouse annexes.
- Cross train positions in office and be prepared to perform other duties as assigned.
- Occasionally participate in continuing education.
- Other duties as assigned.

QUALIFICATIONS

Education and Experience:

- At least 18 years of age.
- Bachelor's degree preferred.
- Four years minimum of experience.
- Valid Texas Driver's License maintained at all times.
- Valid Texas Liability Insurance maintained at all times.
- Required to be bonded.

Special Qualifications:

- Elections Administration experience preferred.

Knowledge, Skills, and Abilities:

- Knowledge of federal and state election protocol and procedures, Help America Vote Act requirements, and voting technology to include vote tabulation procedures.
- Knowledge of computer skills to include navigating a desktop PC, Internet Explorer, Microsoft Windows, Word & Excel.
- Excellent knowledge of the structure and content of the English and Spanish language including the meaning and spelling of words, rules of composition and grammar.
- Ability to type, read, write, and communicate in English and Spanish so that it can be clearly understood by others.
- Ability to read and understand information and ideas presented in writing.
- Ability to work independently.
- Ability to use computer systems necessary to perform duties.
- Ability to concentrate on a task over a period of time without being distracted.
- Ability to possess a cooperative and positive attitude at all times.
- Ability to follow department policies, procedures, federal, state, and local laws.
- Ability to work extended hours.

PHYSICAL DEMANDS

The work is medium work involving lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. Additionally, the following physical abilities are required:

- Possess and maintain a cooperative and positive attitude at all times.
- Lifting up to fifty (50) pounds.
- Must be able to keep items confidential as directed.
- Regular attendance and timeliness when reporting for work required.
- Frequent sitting, standing, seeing, feeling, walking, talking, hearing, kneeling, climbing, stooping, and crawling.
- Frequent use of arms, hands, and fingers.
- Required to sit or stand for prolonged periods of time.
- Required to reach overhead.
- Accurate up-close and distant vision (with or without correction) required.

WORK ENVIRONMENT

Work is primarily performed in an office setting with some tasks taking place outdoors.

- Must be able to perform the essential functions of this position without posing a direct threat to the health or safety of themselves or others.
- Must be able to work with general public and/or elected officials who may become hostile.
- Must tolerate exposure to odors, fragrances and scents while working with the general public.
- Must be able to work overtime on occasion to include evenings and weekends.
- Required to dress in professional business attire at work daily.
- Travel required for training/conferences as required to include overnight stays.

Hill County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor Signature

Date