



Elections Supervisor (1115)

FLSA Status: Exempt
Pay Grade: 23
Safety-Sensitive: No

Purpose

The purpose of this classification is to administer elections and voter registration in accordance with local, state and federal laws, ensuring a transparent and fair process for all eligible voters and political parties of Bulloch County.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; establishes and promotes employee morale.

Manages elections: manages elections for precincts; secures satellite voting locations; ensures all voting locations are in proper order to conduct voting operations; notifies County Attorney and Commissioners of offices that are up for election; provides information packets to qualified candidates; reviews candidate qualifying forms to verify eligibility and appropriate district voter registration; maintains campaign reports of candidates; informs independent candidates of policies and procedures; verifies voter signatures on petitions; and oversees and monitors balloting, voting, tallying, campaigning at precincts, poll workers, supplies, and equipment for all elections.

Manages voter registration: ensures voter registration cards are processed in a timely manner and securely stored; resolves registration issues, such as address uncertainties, illegible registration cards, etc.; maintains an accurate elector's list; assigns and records road names and street numbers to appropriate districts and precincts; and ensures paper absentee ballots are mailed in a timely fashion and kept secure.

Manages finances for area of assignment: develops annual operating budget; makes recommendations for staffing and equipment allocations; monitors revenues and expenditures to ensure compliance with approved budget; issues checks from and makes deposits into assigned checking account as needed; prepares and submits report of expenditures to the Finance Department; reviews, approves, codes, and forwards invoices to the proper department for final processing; disburses petty cash as needed; and maintains and submits related documentation and records, such as receipt book, petty cash disbursements etc.

Assists Board of Elections and Registrations: sets time and date for monthly meetings; notifies County Attorney, Board members, the media, and others; maintains minutes and records of Board meetings; keeps Board informed of issues; and manages monthly payroll.

Provides guidance, direction and operational support for municipal elections: assists City Clerks as needed with the candidate qualifying process; manages the election process for the City of Statesboro, the Town of Portal, and the Town of Register.

Performs customer service functions: disseminates election information and answers questions from County staff, outside agencies, and the public.

Interprets, applies, and ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations; maintains a comprehensive, current knowledge of applicable laws/regulations and pending legislation that may impact department operations; and maintains an awareness of new products, methods, trends and advances in the profession.

Performs other related duties as required.

Minimum Qualifications

Bachelor's Degree in Business Administration, Public Administration, Political Science, or related field required; supplemented by three years of experience in elections or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a Georgia Elections Certification.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019