



## Navarro County Job Description

**Job Title:** Elections Administrator

**Department:** Elections

**Salary:** To be determined, based on experience and qualifications.

### **POSITION SUMMARY**

Under the direction of the Texas Election Code and in coordination with Commissioners Court and the Election Commission, this position will serve as the Chief Election Official and County Voter Registrar for Navarro County. This includes Navarro County primary, primary run-off, general and other required elections such as municipal, county, state, federal and special elections. This position will supervise full-time and part-time election employees; supervise the financial management of the Elections Department; manage the overall elections process for the county; prepare for elections; monitor activities prior to, in preparation for and during Election Day; coordinate post-election activities; serving as liaison with county, state, federal and private sector groups; serve as the Absentee Elections Manager, preparing and providing voter education, and performing various activities and projects as directed by the Secretary of State as well as the Elections Commission and Commissioners Court.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

All duties as set forth in Elections Code 31.042, 31.044 and 31.045 to include but not be limited to:

- Perform voter registration duties of the county, school districts, cities and utility districts (MUD, hospital, etc.).
- Perform the duties of organizing and conducting elections for the county, school districts, cities and utility districts (MUD, hospital, etc.).
- Develop a working knowledge of all applicable elections software used by the election department including: maintaining the voting database for all taxing entities in county; setup elections for all taxing entities in county; and provide all taxing entities in county with pertinent voting information.
- Hire, supervise and train department employees as well as temporary and part-time election workers as needed.
- Work with political party chairs in all matters related to elections.
- Maintain election equipment and election records including needed maintenance and/or storage and retrieval systems.
- Effectively manage public relations for the Elections Administrator's Office by: providing election information and issuing press releases; and, participating in interviews with the media as necessary.
- Prepare, present and manage the annual department budget.
- Make reports to and work closely with: County Election Commission; Commissioners Court; and other county officers as required such as Auditor, Treasurer, County Clerk or District Clerk.
- Work with the US Attorney General and Texas Attorney General as related to the voting rights act and redistricting of the county precincts including keeping and maintaining up-to-date maps in accordance with redistricting and local option elections.
- Coordinate polling locations across the county including contacting every person in charge of each polling location to confirm use on Election Day.
- Keep abreast of all legislation pertinent to elections. Research and interpret Texas Election Code to maintain statutory compliance.



- Provide the clerical assistance needed by the Commissioners Court in canvassing precinct election returns. Maintain the official file of the Commissioners Court's tabulation of election results.
- Review filed petitions for elections, determine validity and any other matters preceding the order of an election.
- Work with, negotiate, and contract with other political subdivisions in the county for their election needs.
- Attend all training deemed necessary.
- Represent the county in an honest and professional manner.
- Advise candidates on campaign finance filing deadlines; ensure candidates receive correct reports and documents as needed.
- Serve as Filing Agent for all campaign finance and financial disclosure reports.
- During an election, run nightly reports of persons who have voted and make sure it balances with what the voting machine totals say.
- Process CD's and/or lists for candidates of voter information per the candidate's request.
- Conduct Election Training that includes detailed instructions for the election judges and clerks who work the precinct polling locations.
- Review and make recommendations on changes in precinct voting boundaries in accordance with the Texas Election Code.
- Coordinate pickup, delivery and return of the voting equipment to and from polling locations and provide a list of contacts so delivery personnel know who to call to meet at polling location for delivery and pickup.
- Report results of statewide elections to the Secretary of State Elections Division in electronic format.

### **MINIMUM QUALIFICATIONS**

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

### **EDUCATION AND EXPERIENCE**

- Prior experience or knowledge of election function duties and voter registration preferred.
- Management, supervisory and budgetary experience preferred.
- College degree preferred, but not required.
- Spanish speaking ability preferred.

### **KNOWLEDGE/SKILLS/ABILITIES**

- Good working knowledge of the Texas Election Code, election procedures, local, state and federal government operations and budget preparation for department.
- Experience and skill in supervising staff, organizing and reporting data, and communicating effectively with groups of individuals. Experience in organization, management and supervision.
- Manage multiple projects; maintain effective working relationships with employees, department heads, elected/appointed officials, the news media and the general public.
- Experience in operating optical scan electronic vote tabulation equipment in conjunction with an election reporting system.
- Ability to coordinate details of election contracts with jurisdictions that choose to contract with the County Elections Office and prepare itemized bill for cost of election in each election cycle.



- Ability to read, analyze and interpret general business and professional manuals or governmental regulations. Ability to write reports and letters and effectively present information and respond to questions from groups, office customers and the general public.
- Knowledge in Microsoft, Excel and Adobe applications including the ability to edit and create forms.
- Ability to adapt technology to the elections process.
- Excellent written and verbal communication skills.
- Must be a qualified voter of the State of Texas.
- May not be a candidate for public office or an office of a political party, hold public office or hold an office of a position in a political party.
- Must have a valid Texas Driver's License and be bondable.
- Must be able to perform responsibilities in a non-partisan manner and approach.
- Ability to read and interpret state manuals and mandates especially in relation to the Texas Election Code.
- Must be able to exercise sound judgement and discretion in handling confidential records.
- Must be able to exercise tact and courtesy in frequent contact with various county personnel, public officials and the general public.
- Must be able to plan and implement project management under deadlines and in detail to successful completion and meeting of goals.
- Must be able to handle public scrutiny in stressful situations.
- Must have positive leadership skills and the ability to promote teamwork.
- Requires a strong work ethic and strong commitment to honesty, integrity, professionalism and transparency.
- Ability to manage multiple tasks and track progress of each.
- Attend election law seminar yearly and elections conference yearly, when budget allows.

## **PHYSICAL REQUIREMENTS**

Heavy lifting, occasional lifting of heavy supplies or equipment, normal visual, speech and hearing ability required, and the operation of basic office equipment including computers, telephones, copier, fax, printers, calculators and vote tabulator equipment. Performing these essential duties requires the ability to sit, stand, walk, stoop, kneel, reach and lift.

## **WORKING CONDITIONS**

Most work will be performed indoors in an office environment; however, some required duties, relative to early voting and/or Election Day procedures, may not be within an office environment. Standard ventilation and lighting conditions. This position has frequent contact with the public. Travel to and from polling sites within the county in all types of weather conditions.

## **SPECIAL REQUIREMENTS**

- **During election cycles, extended, irregular and weekend hours are required for various aspects of this position including voting days, elections schools and travel to conferences. Must work under extreme stress during election cycles, including successive weeks of more than usual working hours in election cycle.**
- **Must have reliable transportation, as travel is necessary to perform essential functions of the job..**