

Election Administrator



Department: Elections

Supervisor: County Elections Commission; County Judge

FLSA Status: Non-Exempt

Pay Range: Up to \$65,000 – Dependent upon experience.

Hours: 8am – 5pm / 5:30am – 10pm or later on Election Days with extended hours during early voting.

GENERAL JOB DESCRIPTION:

The County Election Administrator plans, organizes, coordinates, and manages Federal, State and County elections on all facets of the voter registration processes in accordance with the Texas Election Code, and other applicable federal, state, and local laws and regulations, including administrative direction from the Texas Secretary of State. Ensures elections includes input to and maintenance of voter registration databases, training and supervision of poll workers, staffing and logistical preparations for voting, administration of early voting in person and early voting by mail, supervision of balloting, supervision of tabulation, and preparation of final canvassing reports. The Elections Administrator preserves voter registration applications, official election documents, and candidate campaign disclosures.

The position of County Election Administrator is appointed by Hopkins County Elections Commission.

FUNDAMENTAL POSITION RESPONSIBILITIES AND DUTIES:

- Oversees the calling of elections, preparation of all ballots, provision and preparation of election equipment and supplies.
- Recruiting and training of Election Judges and Clerks.
- Provides reports for canvassing election returns.
- Maintain ballots and other election records.
- Ensures compliance with election and voter registration laws.
- Maintain current voter registration list, furnish copies of list as requested and required by various political subdivisions, organizations, individuals, etc., and maintain local election register.
- Responsible for attending Secretary of State Law Seminars on current legislation concerning elections and voter registration.
- Conducts early voting for party primaries and elections authorized by Federal and State.
- Procurement of polling locations for election day and early voting.

- Order all equipment, election supplies and voter registration materials.
- Accepts and assist Candidates and Office Holders in filing instrument under Title 15 (Political Disclosure Act) which includes providing the forms and maintain the files of all the filed reports.
- Responsible for computer tabulation equipment (software and hardware); responsible for testing of all computer tabulation equipment.
- Maintain custody of voted ballots and other election records and regulate public inspection of those records.
- Responsible for deputizing individuals whom wish to volunteer to registrar the public or have a voter drive.
- Responsible for Chapter 19 Fund.
- Ensures County Office is open during uniformed election dates if an election is being held.
- Implementation of the Secretary of State's policies and directives related to election.
- Administration of Open Records Act, Federal Election Commission Act and other federal laws related to elections.
- Provides guidance and advice to local election officials, elected officials and candidates on the administration of the Texas Election Law.
- Responsible for administration and enforcement of state and federal elections/voter registration laws and provides election/voting technical assistance to local governments and the general public
- Acts as the filing agent for campaign finance and financial disclosure reports.
- Researches, complies and generates a wide range of list, reports and correspondence.
- Plans and directs all office and field operations relating to voter registration, early voting ballots, poll worker recruitment and training, voter outreach, elections mapping, election systems, ballot preparation and tabulation, elections services and elections logistics.
- Recommends and develops controls, standards, policies and procedures and budgets related to functions and programs to ensure that areas of operation comply with applicable federal and state laws, regulation, codes and guidelines and with all county policies and procedures, monitors and maintains necessary records.
- Responds to telephone inquiries from individuals with questions about elections and voting registration.
- Answers questions regarding election returns, election procedures and legislation for Elected/Appointed Officials, election judges, candidates, news media and the general public.
- Responsible for compliance with all Justice Department regulations and submissions.
- Performs other related duties as required.

EDUCATION/KNOWLEDGE REQUIREMENTS:

- Graduation from high school or general equivalency diploma
- Must be a qualified voter of the State of Texas
- Must be able to post a bond set by Commissioners' Court, not to exceed \$20,000.00
- Must possess a valid Texas Driver's License
- May not be a candidate for public office or an office of a political party, hold a public office or hold an office of or position in a political party pursuant to the election code.

- Thorough knowledge of County, State and Federal election laws, regulations, policies and procedure including but not limited to the Texas Election Code.
- General office practices and procedures
- General knowledge of county government organization and services
- Record keeping and filing procedures
- Perform computer processing and spreadsheet functions
- Read and understand instructions
- Proper public contact and telephone etiquette
- Prioritize and schedule work to meet deadlines
- Establish and maintain effective working relationship with County Employees, various political party chairs and the general public.

PHYSICAL/ENVIRONMENT REQUIREMENTS:

- Maintain the ability to occasionally stand, stoop, reach, walk, kneel and bend during working hours possible for long periods at a time.
- Push and pull objects
- Occasionally lift and carry up to 50 pounds
- Occasional travel in all types of weather conditions.
- Must be able to work some long, irregular and weekend hours during election preparation, early voting and election days.
- Must be able to handle the stress level of planning, coordinating and advising on work efforts while trying to resolve operating problems.

DISCLAIMER:

Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, task, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope.