

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Elections Director
Department: Elections
Revised : September 2008

Class : Official/Administrator
FLSA: Exempt

This job description supersedes any prior description for the Elections Director classification.

GENERAL DESCRIPTION

Specialized and responsible administrative work in the office of the County Board of Elections in the preparation for and execution of all State, County, and Municipal elections, providing clerical and administrative assistance to the County Board of Elections, and supervision of voter registration and the maintaining of voter registration records.

Independent judgment and initiative are required for this position, as are considerable tact and courtesy. Work is performed in accordance with state election laws, NC General Statutes, NC Administrative Code, and established policies and guidelines of the State Board of Elections and the County Board of Elections. Supervision is exercised over clerical employees and precinct officials. Supervision is received from the County Board of Elections, who evaluate work by reviewing the efficiency of office operations and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Hires and manages departmental personnel; evaluates job performance and completes performance appraisals; and discharges employees as necessary.

Coordinates and directs the daily operations of the Elections Department and ensures adherence to established laws, policies, procedures, and standards; instructs and trains departmental staff and precinct officials in the performance of their duties.

Recruits precinct officials and reviews lists of proposed appointees of Precinct Officials submitted by party chairmen for eligibility.

Supervises the maintenance of current voter registration records; develops and supervises procedures in receiving and accurately maintaining voter registration records.

Works with candidates, political parties and party chairmen, and political and civic organizations regarding voter registration, elections, election information, and election laws.

Plans and prepares the ballot layout for State and County Board approval; programs voting system for elections.

Prepares legal notices required by law for public publication.

Supervises the One-Stop Voting Registration Applications during elections.

Directs and participates in the activities necessary for the preparation for and execution of general and special elections.

Communicates in person, by telephone, and in writing with state and local officials, candidates, news media representatives, voters, and the general public on matters concerning department responsibilities.

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Prepares the annual budget request; controls approved budget expenditures; performs a variety of other administrative tasks.

Provides staff support to the Board of Elections; schedules and attends meetings and records and prepares meeting minutes; maintains permanent meeting minute books.

OTHER JOB FUNCTIONS

Investigates complaints received by the Board of Elections pertaining to irregularities in elections including fraud or failure of election officials to properly perform duties.

Maintains a variety of records; prepares a variety of reports.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of electoral procedures and policies as set forth in the NC General Statutes and regulations of the State Board of Elections.

Considerable knowledge of modern office practices and procedures.

Working knowledge of the operations and functions of county government.

Ability to perform assignments on the basis of general directions and to perform continuing assignments independently.

Ability to instruct, organize, direct, and supervise subordinate staff.

Ability to maintain effective working relationships with the public, state, county and municipal officials, candidates, news media representatives, and other employees.

Ability to complete coursework and receive the Elections/Registration Administrator certification by the Institute of Government within four years of employment.

Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

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MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Public Administration, Political Science, Business Administration, Secretarial Science, or relevant area and two years of experience in responsible administrative work. Prior supervisory experience is needed. Must complete the Institute of Government's Elections/Registration Administrator certification within four years.

**This job description does not create an employment contract,
implied or otherwise.**