

AOE position in Stewart County, TN.

The Election Commission shall appoint an Administrator of Elections who shall be the chief administrative officer of the Commission and who shall be responsible for the daily operations of the office and the execution of all elections.

POSITION:

Administrator of Elections

LOCATION:

Election Commission, 110 Natcor Drive, Dover, TN 37058

SUMMARY:

Responsible for the leadership, and direction of the overall election process in Stewart County, to promote voter registration and the electoral process, to secure the freedom and purity of the ballot, to provide federal, state, and local election products and services to the citizens of Stewart County so they have equal access to the election process and may exercise their right to vote in a timely, effective and accurate manner.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements 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. Successful candidate must pass a drug screen.

EXPECTATIONS OF EMPLOYEE:

Adheres to County Government Policy and Procedures

Acts as a role model within and outside the work environment

Performs duties as workload necessitates

Maintains a positive and respectful attitude

Communicates regularly with Election Commission about department issues

Demonstrates flexible and efficient time management and ability to prioritize workload

Consistently reports to work on time prepared to perform duties of position

Maintains appropriate customer relations

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Employment of all office personnel;
- Preparation of the annual operating budget and submission of same to the election commission for approval;
- Upon approval by the county election commission, presentation of the annual budget to the county commission or other legislative body for funding, such as to the Budget Committee.
- Requisition and purchase of any supplies necessary for the operation of the election commission office and the conduct of all elections;
- Maintenance of voter registration files, campaign disclosure records, and any other records required;
- Conducting of instruction class for poll workers or designation of another qualified person to conduct such class;
- Preparation of all notices for publication required;
- Preparation and maintenance of all fiscal records necessary for the daily operation of the election

commission office and all elections. This may include any requests for funding or changes in funding, if necessary, after adoption of the current fiscal budget;

- Compilation, maintenance and dissemination of information to the public, the candidates, the voters, the press and all inquiring parties in regard to all aspects of the electoral process on all governmental levels;
- Promotion of the electoral process through supplemental registrations, public functions, press releases and media advertising whenever possible;
- Attendance at any required seminar and other educational seminars, as funding permits, to gain knowledge beneficial to the administration of the election commission office or to the electoral process;
- Having knowledge of all current laws pertaining to the election process and any changes mandated by the general assembly, and apprising the election commission, office staff, candidates, the press and the public in general of this information;
- Assistance in the planning and implementation of any plan of apportionment or reapportionment of any governmental entity involved in the electoral process; and
- Preparation of a plan for placing precinct voting locations and presentation of such plan to the election commission for approval;
- Preparation of a plan for early voting sites and presentation of such plan to the election commission for approval; (compiled from TCA 2-12-201)
- Responsible for the overall election process in Stewart County to promote voter registration and the electoral process, to secure the freedom and purity of the ballot, to provide federal, state, and local election products and services to the citizens of Stewart County so they have equal access to the election process and may exercise their right to vote in a timely, effective and accurate manner
- Responsible for preparation and monitoring the Department budget; reviews all purchases and expenditures. Oversee preparation of all bid proposals for major purchases and/or services including equipment specifications.
- Performs public relations duties by educating the general public about the voting process to school groups, civic groups and businesses and by coordinating with the media and education.
- Other duties may be assigned.

- This position of Administrator of Elections will also require a one (1) year probation period.

SUPERVISORY RESPONSIBILITIES:

This position manages employees in the Election Commission Office and is responsible for the overall direction, coordination, and evaluation of this department. This position carries out supervisory responsibilities in accordance with County Government's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE:

A college degree required **and/or** four to six years of management experience.

Must obtain Certification from the State of Tennessee Division of Elections within six (6) months of being appointed.

SPECIAL KNOWLEDGE and SKILLS:

This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate computer literacy.

LANGUAGE SKILLS:

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from employees, poll workers, candidates, parties, media, and the general public.

MATHEMATICAL SKILLS:

Incumbent must possess the ability to work with mathematical concepts such as probability and statistical inference, and the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Tennessee driver's license **and be certified** by the State of Tennessee Division of Elections as an Administrator of Elections.

PHYSICAL DEMANDS:

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the incumbent is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Closing Date: **Thursday, October 19, 2017 at close of business.**