



Elections Administrator

Location: Caldwell, TX

Salary: Depends on experience

Benefits: Retirement, Vacation, Sick Leave, Holidays, Health Insurance

Employment Type: Full Time

Department: Elections

Description: Burleson County is accepting applications for the position of Elections Administrator. This position is administered by and responsible to the County Election Commission. This position will perform the following duties for the department to include data entry, typing, filing, and customer service.

Duties: THOSE DUTIES SET FORTH IN ELECTIONS CODE 31.043, 31.044, AND 31.045 TO INCLUDE BUT NOT LIMITED TO:

- Performs the duties of Voter Registrar, maintaining the Voter Roll, providing voter registration list for the county and other districts contracted with and responds to public information requests
- Perform the duties of the County Election Officer, organizing and conducting elections for the county and surrounding districts as contracted with
- Develop a working knowledge of all applicable election software
- Assign duties and plans work of election personnel; establishes standards and/or priorities; ensures established standards are met
- Assist political party chairs in matters related to elections
- Recruit, train and supervise election workers
- Custodian of all election records and voter registration documentation
- Provide inventory, maintenance and supervision of all election equipment
- Develop storage and retrieval system for election equipment
- Maintains confidentiality of records and assures that only those with a legal right may access confidential records
- Effectively manage public relations for the EA office by providing election information to the public via press releases, maintaining election page of county website; interviews with the media
- Prepare, present and manage the annual departmental budget

- Establish and maintain strong, effective working relationship with diverse groups of people to include County Election Commission; County Commissioners Court, state officials, political parties and subdivisions, election workers, and most important, the general public
- Researches and interprets Texas Election Code maintaining statutory compliance; remains current on new legislation regarding elections and voter registration
- Assists in preparation of election services contracts with political subdivisions
- Attend annual Texas Secretary of State Election Law Seminar and any other necessary presentations
- Perform other duties of an Elections Administrator as set forth in the Texas Elections Code
- Keep and maintain up-to-date maps in accordance with Redistricting and Local Option Elections
- Coordinates polling locations across the county
- Plan and direct mail ballot voting, early voting and Election Day voting
- Ensure the voter registration list is accurate and complete
- Manage the Chapter 19 voter registration budget with the State of Texas and Contract Fund (reserve funds)
- Specify programming of the election ballots to the ballot vendor. Supervise the printing and testing of ballots
- Conduct voter outreach
- Evaluate legislation impacting the election process and apply updates/communicate with the Commissioners Court as needed
- Jury Status Updates as received from District Clerk's office
- Purge cancelled voters
- Maintain voting history
- Certify provisional ballots in concert with the ballot board.

Qualifications: EXPERIENCE & SKILLS REQUIRED

- Prior experience or knowledge of election function duties and voter registration preferred
- Supervisory and budgetary experience preferred
- Knowledge in Microsoft and Adobe applications
- Ability to implement new technology
- Adapt technology to the election process
- Ability to edit and create forms
- Excellent written and verbal communications skills
- Must be qualified voter of the state
- May not be a candidate for a public office or an office of a political party, hold public office, or hold an office of or a position in a political party
- Must have a valid Texas driver's license and be bondable
- Must be able to perform duties in a non-partisan manner
- Must meet and abide by any and all requirements set forth in 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
- Ability to work under pressure and meet deadlines in stressful situations

- Ability to effectively maintain media and public relations matters
- Regular attendance is essential
- Requires ability to perform a wide range of election administrator duties including but not limited to: working with voter registration, scheduling staff and temporary personnel, and preparing election supplies and equipment
- Requires excellent skills in customer service including: conflict resolution
- Requires ability to operate office machines such as telephone, computers, copiers, and scanners
- Election/Voter registration experience and data entry

PHYSICAL/ENVIRONMENTAL REQUIREMENTS

- During election cycles extended, irregular and weekend hours for voting, election schools, speaking engagements and deputizing deputy voter registrars
- Occasional lifting of material over 40 pounds such as equipment, boxes, forms and training materials
- Occasional travel required