

ELECTIONS DIRECTOR

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Elections

REPORTS TO: Board of County Commissioners

CLASS SUMMARY

Plans, conducts, and monitors all federal, state, and municipal elections in New Hanover County.

DISTINGUISHING CHARACTERISTICS

The Elections Director is a stand-alone classification. The Elections Director is distinguished from other directors in that it is appointed according to the NC General Statutes.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination and disciplinary recommendations.
- Assists the Board of Elections by maintaining records, implementing decisions, preparing meeting agendas and minutes, and conducting Board public relations activities.
- Determines voter registration eligibility and maintains registration records.
- Prepares ballot format and contracts with vendors to print ballots.
- Develops and implements programs to comply with National Voter Registration Act of 1993.
- Monitors polling place accessibility and makes recommendations to the Board for improvements.
- Reports unofficial election results to media and assists the Board with canvassing official results.
- Administers absentee ballot procedures.
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- Assists the Board in recruiting and training election staff and precinct officials.
- Prepares voting machines for elections and contracts with repair vendors.
- Conducts voter registration drives in cooperation with candidates, political parties, and civic organizations.
- Maintains maps of all precincts and makes recommendations to State Board of Elections regarding precinct boundaries.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Chapter 163 of the NC General Statutes;
- Supervisory principles;
- NC Campaign Reporting Guidelines and Regulations;
- Policies and procedures under the National Voter Registration Act of 1993;
- Title 8, NC Administrative Code;
- New Hanover County geography;
- U.S. Bureau of the Census maps.

Skill in:

- Performing statutory research;
- Updating and maintaining records;
- Supervising , evaluating and training staff;
- Providing information to the public;
- Using voting machines, counting equipment, computers and relate software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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TRAINING AND EXPERIENCE

High School Diploma or General Equivalency Diploma (GED) and eight years of progressively responsible elections experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- Certification as an Election Administrator.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

May be subjected to travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E10/99; R10/02