



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT DIRECTOR, ELECTIONS DEPARTMENT**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Assistant Director essentially serves as the Chief of Operations and Administration and fulfills all of the Elections Director's duties in the Director's absence. This person oversees all operational duties, plus assists in personnel issues. Maintenance and knowledge of all laws and policies in reference to elections at all levels, plus assisting in writing and up keeping of the Election Department Policy Manual and Management Manual are pertinent duties.

The Assistant Director oversees and works with all Elections Administrative Supervisors and maintains a professional and cooperative environment in and out of the office. The Assistant Director handles all complaints from the public and assists with working with the District Attorney, Attorney General, Department of Justice and the Secretary of State's Office in all legal matters pertaining to but not limited to elections, plus any other function requested by the Elections Director.

EXAMPLES OF WORK PERFORMED:

Must have general knowledge of the following departments: Voter Registration, Election Operations, IT, GIS, Accounting, Media and Public Relations and must have communication with all areas

Knowledge of city, school, county, state, and federal laws and policies in regards to Elections

Ability to assist the public in person or by telephone

Answers phone calls and responds to mail; prepares correspondence as necessary.

Will work closely with the Secretary of State, the Department of Justice, the Attorney General, and the District Attorney to maintain all policies and laws in Hidalgo County

Will work closely with other County departments and/or entities such as the Hidalgo County Appraisal District, Tax Office and County Clerks Department to ensure the accurate sharing and updating of statistical data such as death records and land acquisitions and changes

Evaluates and sets performance goals for permanent staff.

Responsible for creating, developing, approving, and maintaining standardized documentation procedures for voter registration and early voting in accordance with statutory law.

Coordinates the early voting and Election Day procedures in accordance with Texas Election Code.

Establishes training and evaluation methods for permanent and temporary employees.

Good understanding and knowledge of computers

Supervisory and leadership experience is a must

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university with major course work in Business Administration, Government, Public Affairs or related field

Five (5) years of experience in an Election Department

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Certified Elections Registration Administrator (CERA) preferred

Must have a current valid Texas motor vehicle operator's License

Must be able to be insured by the County's Insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to read, interpret and accept documents such as safety rules, operating and maintenance instructions and procedure manuals

Ability to complete reports

Ability to apply common sense understanding and direct staff in written, oral or diagram form

Ability to work well with others including, department employees, elected officials, department heads, and the public

Requires thorough knowledge of state and county electoral laws, regulation, policies and procedures.

Requires thorough knowledge of the ethical guidelines applicable to the positions as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Requires considerable knowledge of federal, state and county laws and polices concerning elections and voter registration.

Requires considerable knowledge of the principles of supervision, organization and administration.

Requires knowledge of and is able to initiate the common requirements, policies and procedures of the news media regarding information pertaining to voter registration, elections and election results.

Requires the ability to establish and maintain effective working relationships as necessitated by work assignments.

Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations