



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, ELECTIONS DEPARTMENT**
Grade: 21

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

To coordinate, implement and supervise all facets of the voter registration and County election processes; and to coordinate assigned activities with other County departments and outside agencies.

EXAMPLES OF WORK PERFORMED

Assume full management responsibility for all Elections Administration department services and activities including voter registration and County elections; recommend and administer policies and procedures

Oversee election activities and perform the duties and functions required by the Texas Election Code, applicable laws and regulations and administrative directions from the Secretary of State

Assess and monitor workload, administrative and support systems and internal reporting relationships; identify opportunities for improvement, direct and implement changes

Monitor election records, ballot boxes, keys, supplies and other items used in the election process; arrange polling places, prepare and order ballots, procure, allocate and distribute election supplies and equipment

Select, train, motivate and evaluate Elections Administration Department personnel, provide or coordinate staff training, work with employees to correct deficiencies, implement discipline and termination procedures

Oversee and participate in the development and administration of the Elections Administration Department budget and contracts determined by the election code, approve the forecast of funds needed for staffing, equipment, materials and supplies, approve the forecast of funds needed for staffing, equipment materials and supplies, approve expenditures and implement budgetary adjustments as appropriate and necessary

Accept voter registration applications, review for accuracy, verify records, determine voter eligibility

Serve as early voting clerk and conduct early voting at courthouse and all branch locations

Initiate contracts to hold elections for other entities; serve as Manager of Central Counting Station for all County and contracted elections; receive and tabulate unofficial precinct returns

Respond to and resolve difficult and sensitive citizen inquiries and complaints

Recommend names for elections judges and alternates to Commissioner's Court and notify appointees

Recommend voting sites to Commissioner's Court

Obtain approval for changes in election procedures from the U.S. Justice Department

Prepare correspondence necessary to notify appropriate parties of pertinent information

Test equipment

Maintain custody of ballots, voting equipment, supplies and other election records

Appoint voters registration volunteers to conduct voter registration drives

Prepare presentations to civic, political and other groups

Regular travel

Irregular work hours

Regular attendance is a must

Ability to work well with others

Performs other related duties as assigned

EDUCATION AND EXPERIENCE

Master's Degree in related field

Ten (10) years of responsible experience with administrative and supervisory responsibility

Extensive knowledge in computers and computer operating systems

Strong communication skills, both verbal and written (English and Spanish)

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

CERTIFICATES, LICENSES AND REGISTRATION

Must be a qualified voter in the State of Texas

Must have ability to be bonded as per the State Election Code

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

Must be able to be insured by the County Insurance carrier

Operations, services and activities of a comprehensive state and county elections, procedures and applicable laws

Principles and practices of program development and administration

The Texas Election Code and other applicable election related statutes

Principles of supervision, training and performance evaluation

Rules, regulations and guidelines imposed by federal state and local institutions

Inventory management

KNOWLEDGE, SKILLS AND ABILITIES

Plan, organize, direct and coordinate the work of the election staff

Select, supervise, train and evaluate staff

Lead and direct the operations, services and activities of the Election Administration Department

Interpret and apply pertinent federal, state and local election codes

Identify and respond to community issues, concerns and needs

Communicate clearly and concisely, both orally and in writing

Organize and document activities and projects

Evaluate applications and information according to regulation

Establish and maintain professional working relationships with those contacted in the course of work

Work independently in the absence of supervision

Operate modern office equipment including computers, printers and ballot scanners

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

Additional Duties and Responsibility

Systems Administrator I

Web Publisher

Monitor and promote Legislation regarding issues concerning elections

Prepare with information Systems Technologist GIS System (Arc View) mapping for County elections

Program analyst - Creates and edits code for voter database to maintain and update elections voter database

Systems Project Manager - Manage computer technicians in the Election Department by arranging times and jobs during election process

Technical Solution Architect - lead and direct the optimization of hardware platforms and software systems for the department

Research and procure Elections Hardware/Software - Knowledge of different types of software/hardware to run voter registration software and voting system

Provisional Balloting - Knowledge of Provisional Balloting to develop, creates and implements updated procedures of Provisional Balloting, a new balloting procedure

Grant Writing - Granting writing to develop and submit grants for approval to assist in technology for the Elections Department

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