

GARZA COUNTY, TEXAS

Job Description & Requirements: JOINT ELECTIONS ADMINISTRATOR

Department: Elections Office

EEOC Category: Officials and Administrators

Employment: Part time

SUMMARY OF POSITION

The Joint Elections Administrator (EA) plans, organizes, coordinates, and manages Federal, State and County elections and all facets of the voter registration processes in accordance with the Texas Elections Code, and other applicable federal, state and local laws and regulations, including administrative direction from the Texas Secretary of State. The EA also conducts elections for other governmental entities that may contract with the County for election services. Election duties include maintenance of voter registration databases, training and supervision of poll workers, staffing and logistical preparations for voting, administration of early voting in person and early voting by mail, supervision of balloting, supervision of tabulation, and preparation of final canvassing reports. The EA preserves voter registration applications, official election documents, and some candidate campaign filings.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Garza County Joint Elections Commission. The EA supervises the staff/employees of the elections office along with any temporary/seasonal employees. This position has frequent contact with all county department heads, Local, State and Federal Elected officials and agencies, news media, service organizations, charitable, non-profit, not-for-profit, community service organizations, neighborhood and special interest groups, the general public, and members of court-appointed boards and commissions.

EXAMPLES OF WORK

Essential Duties:

- Implements election laws and procedures as necessary; develops written procedures and policies; monitors existing procedures for compliance with state and federal laws; maintains files of all laws and updates pertaining to elections.
- Review existing and proposed legislation to determine the impact on the administration of elections, and serves as a liaison between the department and the Federal Elections Commission and Secretary of State regarding election matters.
- Works with local and county officials to change precinct boundary lines as necessary and coordinates legal matters pertaining to any changes. Prepares and submits documentation to the U.S. Department of Justice (or the Texas SOS) for "pre-clearance" of any changes related to the conduct of elections, especially boundary changes.

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- Must be able to design elections and develop programming instructions for joint elections involving overlapping jurisdictions that may cross county lines.
- Makes presentations to the public, media, elected officials, and political candidates to provide information regarding the election code.
- Monitor and manage the security of election records, ballot boxes, voting equipment, and other items used in the election process.
- Manage the preparations for elections, including the selection of polling locations, the procurement of election ballots, election supplies and equipment, and the distribution and allocation of all required voting supplies and equipment as necessary to all polling/voting locations.
- Manage early voting, including serving as early voting clerk and conducting early voting at the Garza County Elections Office (and other appropriate branch locations).
- Selects staff, establishes performance standards, reviews and evaluates staff performance, and identifies the need for and provides training for staff in elections procedures.
- Recommends election judges and alternates to the governing authority and notifies appointees in a timely manner.
- Manage the development and the proper administration of the department's operating budget, including federal and state funding that may be provided by the Help America Vote Act (HAVA), and funding earned through contracted elections.
- Interprets and applies the Texas Election Code provisions to election process procedures.
- Acts as service provider for Election Services contracts for political subdivisions within the County.
- Takes appropriate action to protect the voting rights of all County citizens.
- Serves as the custodian of some election records.

OTHER REQUIREMENTS

Regular attendance is essential and must arrive at work on time, prepared to perform assigned duties and work assigned schedule. The EA must have the ability to work well with others and must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

A Bachelor's degree in public administration or a related field, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities with a high school diploma or a GED equivalent. Some election experience preferred, but not required.

The EA must be a registered voter of the state (Sec. 31.034 Election Code), may not be a candidate for public office, hold a public office, or hold an office or position in a political party. Other restrictions apply. (See Sec. 30.035 of the Election Code).

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Expert knowledge of concepts, practices and procedures of department and related functional areas is expected.

Must have knowledge of the Election Code, other laws, rules and regulations, and guidelines relating to the conduct of elections and voter registration; political subdivisions within Garza County; and knowledge of software and voting equipment.

CERTIFICATES, LICENSES, AND REGISTRATIONS

A Valid Texas Driver's license is required. Employee must be insurable by Garza County in order to operate County vehicles. Also, this employee must be bondable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to work long hours under stress during election cycles, including successive weeks of more than 60 hours each week in general elections.

While performing the duties of this position, the EA is regularly required to sit, stand, walk, bend, stoop, climb, lift, push and pull.

COMMENTS

Garza County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.