

ELECTIONS OFFICE MANAGER

Job Code	Pay Grade
09148	150

Nature of Work

This is highly responsible supervisory work with extensive administrative management responsibilities in directing activities for the efficient operation of the office of the Supervisor of Elections. The manager establishes office policies and directives for operational planning in compliance with legal mandates. Duties involve planning, managing, and reviewing the work of supervisors and staff responsible for processing and maintaining a large number of voter registration records; processing mail/absentee ballot requests, and managing early voting site activities. The position reports to the Deputy Supervisor of Elections or designee.

Minimum Qualification Requirements

- Bachelor's degree in business administration, information technology, public administration, management or related field that includes significant coursework in information technology or computer science plus 3 years of related professional experience; or
- An equivalent combination of training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Must be a registered Pinellas County elector at time of appointment.
- Ability to work evenings during periods of peak activity.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, assigns, directs, and reviews the activities of supervisory and clerical employees in main and branch office(s); advises employees on departmental policies and procedures; conducts performance reviews; trains new personnel.
- Directs the maintenance of the automated master file of registered voters; designs and implants new software programs to optimize the voter registration and election support process.
- Responsible for the organization, direction and coordination of office functions; establishes policies and directives for departmental planning.
- Prepares and monitors the annual departmental budget.
- Prepares and dictates correspondences in response to inquiries from the general public and other governmental offices; directs and monitors the activities of the office mailroom.
- Responsible for planning and managing early voting sites.
- Responsible for implementing and managing mail/absentee ballot program.
- Selects and trains staff for the Election Call Center.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of public administration and supervisory techniques, principles and practices.
- Knowledge of federal, state and local election laws, regulations, rules and procedures.
- Knowledge of computers, data processing principles, methods and practices.
- Ability to apply computer applications and software.
- Ability to use word processing equipment with accuracy and speed.
- Ability to plan, assign and supervise the work of a large staff of supervisory and clerical employees.
- Ability to make sound independent decisions.
- Ability to keep accurate work records.

For official use only

Revised	EEOC Code	Overtime Code
8/09	Officials & Managers	Exempt