

# DEPUTY SUPERVISOR OF ELECTIONS

Job Code	Pay Grade
09170	150

## Nature of Work

This is highly responsible professional, technical, and administrative work assisting the Supervisor of Elections in activities necessary for effective and efficient performance of the duties and functions of this office. An employee in this classification assumes direct responsibility for administrative details pertaining to operational planning and direction, personnel, and finance. Considerable independence of judgment and action is inherent at this level. Authority includes supervisory responsibility over classified service supervisors. Duties are performed under the direct supervision of the Supervisor of Elections and are reviewed by results obtained and conferences.

## Minimum Qualification Requirements

- Bachelor's degree in public administration, business administration or related field and 4 years of professional administrative and management experience related to Supervisor of Elections activities that includes supervisory training or supervision; or
- An equivalent combination of education, 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.
- 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.)

- Assists the Supervisor of Elections in the establishment of policies and directives for operational planning in accordance with established laws, rules, and regulations governing the Supervisor of Elections Office.
- Acts on behalf of the Supervisor of Elections in his/her absence.
- Acts as alternate approver of expenditures of funds for the Supervisor of Elections.
- Assists the Supervisor of Elections by planning and implementing future programs and procedures as requirements of laws and rules mandate.
- Prepares the Supervisor of Elections annual office budget by analyzing financial reports and the various departments requests.
- Reads, classifies, refers or answers memos, reports and correspondence.
- Leads and directs the work of department managers, and is responsible for supervision of both exempt and classified service personnel.
- Writes media news releases and scripts in accordance with established policy.
- Studies specific department operations; makes recommendations as appropriate.
- Prepares records and reports relevant to the overall operation, as requested.
- Liaison to political groups, governmental entities, community and neighborhood associations, acting as spokesperson and trainer.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Considerable knowledge of principles and procedures of current office policies, protocol, equipment, election law and administrative rules.
- Knowledge of Pinellas County's functional and structural organization.
- Knowledge of methods and techniques relevant to preparing statistical surveys and reports.
- Skill and ability to assign, coordinate, and supervise department head activities.

## DEPUTY SUPERVISOR OF ELECTIONS (continued)

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### Knowledge, Skills, and Abilities (continued)

- Skill to perform independent analysis and problem solving, and ability to resolve issues or render advice and substantive recommendations.
- Ability to apply computer applications and software.
- Ability to plan, develop and present ideas, concepts, plans, designs, schedules and status reports.
- Ability to acquire knowledge of public administration, principles and practices.
- Ability to develop and implement procedural and operational changes.
- Ability to communicate effectively, orally and in writing, with superior, subordinates, and the interested public.
- Ability to select, train, supervise, and evaluate the work of assigned personnel; establish and maintain effective working relationships with superior, subordinates, and others.

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