

ELECTIONS ADMINISTRATOR

Job Code	Pay Grade
09180	150

Nature of Work

This is technical, professional, administrative, and supervisory work. Work requires the incumbent to produce and disseminate public information; qualify candidates; and manage mission related functions and activities. Work involves responsibility for planning, organizing and supervising the dissemination of information concerning the full range of activities performed by the Supervisor of Elections Office. This class requires extensive public contact. The incumbent performs duties which require a comprehensive knowledge of Federal, State of Florida, and local election laws, procedures, as well as demographics of precincts, elected offices and districts. Duties involve planning, managing, and reviewing the work of supervisors and staff responsible for processing and maintaining a large number of voter registration records; managing election call centers; overseeing election operations; maintaining election workforce records; managing voter education functions; and providing administrative support and assistance to the Supervisor of Elections. Considerable independence of judgment and action are inherent at this level. Authority includes supervisory responsibility over classified service supervisors. Duties are performed under the direct supervision of the Supervisor of Elections, Deputy Supervisor of Elections or designee.

Minimum Qualification Requirements

- 7 years of technical or professional experience in the production and dissemination of public information preferably in Supervisory of Elections agency activities or a related field that includes maintaining effective public relations and communications programs for citizens; or
- Associate's degree in public administration, business administration or a related field and 5 years office administrative experience as described above; or
- Bachelor's degree and 3 years as described above; 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Assists in operational planning directed by the policies established by the Supervisor of Elections.
- Prepares records and reports relative to the overall operation, as requested.
- Solicits, compiles, and summarizes data and information of interest to the Supervisor of Elections.
- Analyzes data and recommends administrative alternatives to assist the Supervisor of Elections to achieve performance goals and objectives.
- Assembles information, writes, edits, and arranges for printing various publications, reports, pamphlets, or brochures on Supervisor of Elections projects, programs, or similar public information matters, which may have large general distribution or limited internal and/or general distribution.
- Provides assistance to various departments regarding notification of programs, services and policies.
- Provides copy, art work, and photographs to various publications and radio and television stations for Supervisor of Elections.
- Prepares or assists in the preparation of speeches.
- Advertises public meetings and arranges for press coverage of events when necessary.
- Serves as liaison to the citizens of the county, representatives of industry, communications media and other governmental entities.
- Prepares newsletters and brochures for the public.
- Plans and coordinates work schedules for subordinates, including temporary employees; reviews and approves payroll sheets.

ELECTIONS ADMINISTRATOR (continued)

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Illustrative Tasks (continued)

- Acts as liaison to the Department of State Division of Archives, History and Record Management for the Elections Office.
- Acts as liaison between Supervisor of Elections and vendors.
- Analyzes needs of the Elections Services Center, election equipment and other election materials, making recommendations for future needs.
- Selects and trains both permanent and temporary staff.
- Analyzes voting equipment issues and responds appropriately.
- Manages inventory for all three election offices.
- Responsible for maintenance of all Supervisor of Elections vehicles; scheduling and overseeing all facility maintenance.
- Prepares proofing packets for ballot design and layout.
- Prepares contracts for municipal elections.
- Acts in a confidential capacity with sensitive information and office tasks.
- Coordinates and processes pay action forms, employee evaluations, including miscellaneous personnel/employee related documents and forms.
- Manages functions of the Voter Education Department.
- Administratively supports the Supervisor of Elections.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of public information and public relations.
- Knowledge of the principals, practices, and methods of information communications.
- Knowledge of sound business principles, techniques and management, plus the ability to express ideas and findings clearly and concisely in both oral and written form to superiors, groups and the general public.
- Knowledge of principles and procedures of current office policies, protocol, and equipment.
- Knowledge of methods and techniques relevant to preparing statistical surveys and reports.
- Skill to perform independent analysis and problem solving, and the ability to resolve issues or render advice and assistance and substantive recommendations.
- Ability to apply computer applications and software.
- Ability to develop and update Web site content
- Ability to prepare annual budget for department
- Ability to acquire knowledge of public administration principles and practices.
- Ability to manage, coordinate, and supervise department head activities.
- Ability to develop and implement procedural and operational changes.
- Ability to select, train, supervise, and evaluate the work of subordinates.
- Ability to establish and maintain effective working relationships with superiors, subordinates, and others.

For official use only

Revised	EEOC Code	Overtime Code
	Officials & Managers	Exempt