ELECTIONS ADMINISTRATOR

Nature of Work
This is responsible administrative and technical management work assisting the Supervisor of Elections, Chief Deputy and Deputy Supervisor of Elections requiring a high degree of proficiency over many different administrative disciplines and carrying out functions and activities necessary for the effective operation of the Supervisor of Elections’ office. Due to the wide scope of activities to which attention must be given, there is much demand for independent judgment, and a high degree of responsibility is delegated. The administrator oversees the work in Voter Services, Poll Worker and Operations Departments; must be willing to become a subject matter expert in each of these departments to ensure they meet their independent objectives while functioning collectively to conduct elections. Considerable independence of judgment and actions are inherent at this level. Duties are performed under the direct supervision of the Deputy Supervisor of Elections.

Minimum Qualification Requirements
• 8 years of progressively responsible professional, managerial, supervisor, and administrative experience in government functions or a related field; or
• Associate’s degree and 6 years experience as described above; or
• Bachelor’s degree and 4 years experience 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.
• Maintains good working relationships with all stakeholders
• Solicits, compiles, and summarizes data to develop process improvements
• Analyzes data and recommends administrative alternatives to meet departmental performance goals and objectives.
• Ensures the timely completion of tasks
• Reads, drafts, responds to emails, memos, reports and correspondence
• Implements policies and procedures for employees
• Instructs, assigns and supervises the work of subordinate employees
• Initiates and carries through to completion special programs as directed
• Prepares fiscal budgets, assists in analyzing departmental budgets, manages encumbrances
• Interviews and assists in the hiring of new personnel, trains new personnel and conducts performance evaluations
• Maintains contacts with other county departments and necessary contacts with outside agencies
• Assists and supports the Supervisor of Elections with declared emergency situations and disaster recovery efforts
• Develops emergency preparedness plans and checklists
• Performs related work as assigned or required.

Knowledge, Skills, and Abilities
• Knowledge of the practices and principles of public information and public relations;
• Knowledge of the principals, practices, and methods of information media;
Knowledge, Skills, and Abilities (continued)

- 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 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 assigned personnel; establish and maintain effective working relationships with superiors, subordinates, and others;
- Ability to manage multiple projects and meet deadlines;
- Ability to work under pressure for extended periods;
- Ability to prioritize and make quick, sound decisions.