

## **Job Description: Elections Administrator Armstrong County**

**SUMMARY:** The purpose of this position is to perform the duties and functions of the Voter Registrar, the duties and functions placed on the County Clerk by the Election Code or by Statutes outside the Election Code, and to direct and manage all elections held in Armstrong County. The Elections Administrator maintains compliance with Federal and State laws specified in the Texas Election Code.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent
- Must be able to lead a diverse staff of permanent and temporary staff throughout the year.
- Experience working with electronic equipment and software.
- Valid Texas Driver License.
- Qualified Texas Voter of the State.
- Must be able to maintain regular attendance and arrive at work on time, prepared to perform the required duties and work assigned schedules.
- May not be a candidate for public office, hold a public office, or hold a position in a political party.

### **ESSENTIAL JOB FUNCTIONS:**

- Responsible for and oversees Federal, State and Local elections held within Armstrong County.
- Responsible for negotiating and executing election contracts between the County and political jurisdictions, including political parties as well as monitoring such contracts and elections.
- Supervises election staff as well as temporary election workers.
- Prepares and supervises Early Voting and the ballot by mail process.
- Prepares election process, including ballots and programming for all entities.
- Hires, trains and supervises all election staff and election workers, including bilingual workers.
- Works with vendor to program and prepare all election equipment.
- Conducts public tests on election equipment; tabulates election results including the timely release of results to the public and media.
- Reports Early Voting voter information daily to the Secretary of State.
- Ensures accuracy in voter assignment to polling precinct and other political subdivisions within the county.

- Communicates frequently via telephone, e-mail and in person with the general public, county personnel, candidates, elected officials, state officials, representatives from political subdivisions and the media.
- Evaluates all legislation impacting the election process and reports to Commissioners Court.

**Other Important Duties\***

Performs such other obligations as required by state or federal law

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Has supervisory responsibility for all employees of the Elections Department.
- Has responsibility for development and management of the Department's County budget.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Applies and interprets knowledge of the Texas Election Code and applicable Federal and State laws.
- Protects the voting rights of all Armstrong County citizens.
- Skilled in excellent customer service including conflict resolution, interpersonal, oral and written communication/presentation and leadership skills.
- Ability to maintain accurate and detailed records.
- Ability to work effectively with co-workers, employees, public elected officials and all other parties in a pleasant, professional manner.
- Ability to perform a wide variety of clerical duties, including but not limited to: Answering telephone, copying, filing and data entry.
- Is proficient in Microsoft Office and applications managed by the Secretary of State.
- Ability to overcome stressful situations which are common for this position due to deadlines and activities associated with the election process.

**WORKING CONDITIONS:**

Position is located in an office environment with little or no exposure to environmental conditions. Health and safety hazards are minimal. No protective equipment is required. Fine dexterity, sitting, talking, standing and vision are constantly required. Frequent reaching, hearing and handling are required. Occasional talking, lifting, carrying, kneeling, pushing, pulling, climbing, balancing, bending, crouching, twisting, standing and walking are required. Must be able to lift up to 40 lbs. of election supplies and equipment.

“Armstrong County is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law.”

*For more information or an application, please visit or call the Armstrong County Judge's Office at 806-553-2859, Office is located on the first floor of the Armstrong County Courthouse.*