



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> Elections Manager	<b>NEW:</b> _____ <small>(Please check one)</small>	<b>REVISED:</b> <u>X</u>
<b>REPORTS TO:</b> County Clerk	<b>FLSA:</b> Exempt	<b>DATE:</b> 03/2016
<b>DEPARTMENT:</b> County Clerk		<b>JOB CODE:</b> 101

**SUMMARY:**

With general supervision, plans, organizes and supervises staff and elections activities including voter registration, preparation of the ballot and public notices and election administration.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Provides general supervision of office personnel staff and elections workers; assigns work, trains and reviews work; organizes schedules and election calendars; administers election activities including absentee ballots, campaign finance reports, and poll supplies.

Prepares the layouts for the ballots and public notices; proofs the ballot to ensure complete accuracy; programs and tests ballot counting equipment; oversees printing and final proofing of the ballot.

Works with poll contacts and performs other election specific duties; works with candidates and committees on campaign finance disclosure statements; trains election judges prior to elections; recommends purchase election equipment and supplies; conducts post-election cost analysis.

Assists media and public with general election questions and information; generates reports and diskettes for candidates; prepares general office accounts payable and office payroll.

Develops and maintains office procedures concerning all aspects of voter registration and election administration; sorts and prints all computer-generated election related materials; inventories and purchases office supplies; supervises office employees.

**KNOWLEDGE AND SKILL:**

1. Comprehensive knowledge of county, state and federal election statutes.
2. Good knowledge of Boone County election policies and procedures.
3. Skill in planning organizing, and scheduling work, and in reviewing completed work from staff.
4. Skill in communicating orally and in writing, and in proofreading technical materials.
5. Skill in establishing and maintaining cooperative working relationships with other departments, election candidates and the public.
6. Skill in programming and use of computer applications, software and hardware for elections.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, law enforcement agencies, Court employees, attorneys and members of other entities.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Public Administration or related field; five years elections experience in the State of Missouri.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice*