



# Victoria County, TX

## POSITION PROFILE

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<b>Position Title:</b>	Elections Administrator	<b>Grade</b>	General, Grade 15
<b>Department:</b>	Elections	<b>Salary:</b>	\$61,494 - \$76,868* *+/- Depending on experience
<b>Accountable to:</b>	Elections Commission	<b>Status:</b>	Exempt

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### **Primary Objectives**

Performs vital work planning, organizing, coordinating, and managing federal, state, and local elections plus all facets of voter registration processes in accordance with the Texas Election Code, and other applicable federal, state, or local laws and regulations, including administrative direction from the Texas Secretary of State. Ensuring smooth elections operations including inputting and maintaining voter registration databases, training and supervising poll works, preparing staffing and logistics for voting, administering early voting by mail and in-person, supervising balloting & tabulation, and preparing final canvassing reports. Coordinating closely with political party chairs in conducting primary, runoff, and general elections while guaranteeing impartiality. Preserving voter registration applications, official election documents, and candidate campaign filings/disclosures.

### **Supervision Received**

Work is performed with high level of autonomy under appointment by the Victoria County Elections Commission. Legislative and budgetary oversight by the Texas Secretary of State and the Victoria County Commissioners Court.

### **Supervision Exercised**

Supervision is exercised over all Elections Administration Office personnel.

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## **PRIMARY DUTIES AND RESPONSIBILITIES**

1. Oversees the conduct of elections, prepares all ballots, provides and prepares election equipment and supplies.
2. Recruits and trains Election Judges and Clerks.
3. Ensures compliance with election and voter registration laws.
4. Maintains current voter registration lists/databases, furnishes copies of list as requested and required by various political subdivisions, organizations, individuals, or others and keeps local election register.
5. Oversees computer tabulation equipment (software and hardware), and tests all computer tabulation equipment in accordance with applicable regulations.
6. Plans and directs office and field operations relating to voter registration, early voting ballots, poll worker recruitment and training, voter outreach, elections mapping, voting systems, ballot preparation & tabulation, election logistics, and election services.
7. Holds responsibility for Chapter 19 Fund, and accounts payable for office. Invoices entities for any contracted elections.
8. Orders all equipment, election supplies, and voter registration materials.
9. Oversees the administration of the Open Records Act, Federal Election Commission Act, and other federal or state laws pertaining to elections.
10. Procures polling locations for Election Day and early voting.

11. Provides guidance and advice to local election workers, elected officials, and candidates on the application of the Texas Election Code, answers questions regarding election returns, election procedures, and legislation for elected/appointed officials, election judges, candidates, news media, and the general public.
12. Monitors and maintains security of election records, ballot boxes, voting equipment, and other items utilized for conducting elections.
13. Selects and manages Elections Administration Office staff, evaluates performance, and provides training.
14. Develops written office policies and procedures as necessary.

**MINIMUM QUALIFICATIONS**

- High School Diploma/GED.
- Must be a qualified voter of the State of Texas (§31.034 Texas Election Code).
- Must be able to post a bond as set by Commissioners Court.
- Must possess a valid Texas Driver’s License and maintain a current Texas Driver’s License.
- **May not** be a candidate for public office or an office of a political party, hold a public office or hold an office of or position in a political party pursuant to the election code. (§30.035 Texas Election Code).
- Thorough knowledge of local, state, and federal election laws, regulations, policies, and procedures including (but not limited to) the Texas Election Code.

**PREFERRED QUALIFICATIONS**

- Certified Elections Registration Administrator (CERA) certification

**WORKING CONDITIONS**

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*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

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- Must be able to work some long, irregular, and weekend hours during election preparation, early voting, and Election Day.
  - Hours may vary and include weekends, holidays, and evenings. No vacation time is permitted during election season(s). May also be required to work Saturday and/or Sunday during extended early voting hours.
- Must be able to handle a stress level of planning, coordinating, and advising on work efforts to resolve operational problems.
- Employees sit most of the time, however may walk or stand for some periods of time during election preparations.
- This is medium work requiring some physical agility such as climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions, and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly and/or quickly. Standard hearing requirements to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Occasionally

Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Occasionally
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

***DISCLAIMER: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***