



Supervisor of Elections

Board of Elections

BOE/1
Grade 19/Exempt

JOB SUMMARY

This position is responsible for supervising county elections and voter registration processes.

MAJOR DUTIES

- Prepares, conducts, and ensures the accuracy of municipal, county, state, and federal elections.
- Ensures compliance with state and federal election law.
- Prepares budget requests and manages approved budget funds; monitor expenditures to ensure compliance with budget.
- Directs voter registration activities.
- Direct election activities; locates and secures polling places; hires poll managers and poll workers; ensures the publication of required legal notices.
- Visits polling places during elections to ensure efficient operations and to resolve problems.
- Oversees the preparation of consolidation reports of election results.
- Receives notices of candidacy, affidavits of candidacy, and qualifying fees; certifies candidates.
- Develops agendas for meetings of the Board of Elections; attends Board meetings; prepares cases and documentation for Board review.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of federal and state voting rights laws.
- Knowledge of state and federal elections laws.
- Knowledge of county and department policies and procedures.

- Knowledge of computers and job-related software programs.
- Knowledge of personnel management principles.
- Skill in the management of budgets.
- Skill in the maintenance of official files and records.
- Skill in the facilitation of meetings.
- Skill in public relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Board of Elections and Registration assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal and state constitutions, federal election laws, state election laws, State Elections Board rules, court rulings, state and federal attorneys general rulings, and guidelines from the US Department of Justice. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Changes to laws and voting procedures, frequent interruptions, and strict deadlines contribute to the complexity of the work.
- The purpose of this position is to supervise county voter registration and election processes. Successful performance contributes to the efficiency and effectiveness of election processes and compliance with all state and federal regulations.

CONTACTS

- Contacts are typically with co-workers, other county employees, elected and appointed officials, representatives of state and federal governments, attorneys, law enforcement personnel, vendors, candidates, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects and climbs ladders.

- The work is typically performed in an office, stockroom, warehouse, or outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Elections Clerk (2) and poll workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Appropriate State of Georgia Election Officials Certification required.