

ELECTIONS ADMINISTRATOR

NATURE AND VARIETY OF WORK

This is highly responsible administrative work in providing staff support and policy and program development to the Board of Supervisors of Elections.

An employee in this class is responsible for the maintenance of the voter registry and conduct of elections in Prince George's County and to provide the fullest exercise of the franchise and fair and accurate elections. Work is performed in accord with the Board of Supervisors of Elections with wide latitude for independent judgment within the established policies of the Board. General administrative direction is received from the Election Board through the President of the Board.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Plans, organizes, coordinates and directs the programs and activities of the electoral process in Prince George's County including voter registration, candidate registration, maintenance of the voter registry, preparation of ballot layout, absentee voting, purchase, maintenance and delivery of voting machines, acquisition and staffing of polling places, canvass of votes, and establishment of precinct boundaries;

Supervises the training and instruction of all election judges and registrars used in the County;

Directs the registration of voters and conduct of elections in accordance with Federal, State and local laws and statutes, regulations of the State Administrative Board of Election Laws, and the policies of the Prince George's County Board of Supervisors of Elections;

Directs the dissemination of election and registration policies and procedures to the public, electoral candidates, political parties, legislators and schools;

Consults with legislative bodies for research, drafting and evaluation of proposed election legislation;

Represents the Board of Elections before the County Council and County's Administrative Review Committee;

Elects, assigns and directs the training programs for Board employees including technical, clerical and temporary personnel;

Directs the preparation and maintenance of the office budget and the preparation of all operational, statistical and specialized records and reports;

Develops, coordinates and implements computer programs dealing with generation, distribution and tabulation of ballots, the reporting of unofficial and official results of elections, the on-line records management of the voter registry, etc.;

Establishes and maintains effective and necessary working relationships with various County offices and departments;

Speaks before business, community and civic groups concerning election laws and procedures and the activities, goals and programs of the Board;

Acts as spokesperson of the Board of Election Supervisors with the news media – daily and weekly newspapers, radio and television;

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of modern office management principles and practices;

Thorough knowledge of large scale filing systems, and ability to apply such systems to elections office business;

Thorough knowledge of the elective process as it relates to the conduct of democratic election;

Knowledge of electronic data processing;

Thorough knowledge of state election laws, county ordinances applicable to the administration of the Election Office, and Board regulations and policies;

Ability to apply laws and regulations with tact and impartiality;

Ability to plan, assign, and supervise the work of clerical employees, voting machine custodians, and election judges in a manner conducive to good performance and high morale;

Ability to coordinate local voting activities with reporting requirements of the Secretary of State.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree in an appropriate field plus two (2) years of Board of Elections' Administration experience or comparable administrative experience; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities. Such experience must have included at least one (1) year of supervisory work.