



JOB DESCRIPTION DU PAGE COUNTY ELECTION COMMISSION

CLASS TITLE: Supervisor of Voting
JOB NUMBER: 8026
FLSA STATUS: Non-Exempt
GRADE: 111

POSITION SUMMARY

Under general supervision; performs work of moderate difficulty developing Election Day voting procedures; administering the Vote by Mail, Early Voting, Healthcare and Permanently Disabled Voting programs; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs election duties requiring knowledge of election statutes and procedures as it pertains to voting. This position is distinguished from other election positions by the primary focus on overseeing the voting process. Work is performed under the direction of the Election Division Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Develops and recommends new and revised voting practices Election Day, Vote by Mail, Early Voting, Healthcare Facility and Permanently Disabled Voting Programs
- Oversees and coordinates Vote by Mail, Early Voting, Healthcare Facility and Permanently Disabled Voting Programs
- Coordinates Provisional verification process
- Serves as primary resource for all on-site by mail and in-person voting programs
- Qualify voter eligibility for programs
- Manages content and training for voting programs
- Maintain Military/Overseas Vote by Mail program(s)
- Continually works to improve internal processes
- Performs various research and prepares statistical voting reports
- Assists in Election production
- Maintains regular attendance and punctuality

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adjusts work assignments and schedules based on election cycle to participate in election preparation.
- Adjusts work assignments and schedules in the event of an emergency to participate in emergency preparedness, response, and recovery activities as assigned.
- Depending on assignment may maintain required emergency management training, licensure and/or certifications.
- Performs related duties as required or assigned within job classification.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Department operations, policies and procedures
- Election Forms and procedures used throughout the County
- Business English, spelling, grammar and punctuation
- Administrative research methodologies and techniques
- Training program operations

Skill in:

- Assembling pertinent program data for review
- Contractual operations and oversight of training activities
- Following procedures.
Using computer hardware and software including work processing, spreadsheets, databases, email, etc.
Applying an acquired knowledge of procedures, rules, regulations, and services of office to which assigned

Ability to:

- Manage projects and multiple priorities simultaneously
- Prioritize and assign work
- Resolve conflict
- Compile and analyze data and information
- Prepare complex reports
- Maintain filing systems
- Recognize problems, identify alternative solutions, and make appropriate recommendations
- Ensure compliance with applicable federal, state, and local laws, policy, and regulations and statutory requirements Convey excellent oral and written communication
- Work effectively under stress
- Maintain confidentiality
- Manage calendars
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

Completion of a Bachelor's degree in Government, Business Administration or related field; two (2) years of election or voting experience; and four (4) years of progressively responsible experience performing a variety of general office work; or, an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

None

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Supervisor of Voting position and I certify that I can perform these functions.

Employee Signature

Witness

Employee Name (Printed)

Date

*Management has the right to add or change these duties of the position at any time.