



JOB DESCRIPTION  
DU PAGE COUNTY ELECTION COMMISSION

**CLASS TITLE:** Election Division Manager  
**JOB NUMBER:** 8035  
**FLSA STATUS:** Exempt  
**GRADE:** 313

**POSITION SUMMARY**

Under general direction performs work of considerable difficulty providing professional level work in planning, organization, coordination, and delegation of Election Division tasks; performs related work as required.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs diversified and confidential election duties requiring knowledge of election statutes and procedures. Work involves a high level of finesse and diplomacy due to the frequency of senior level internal and external contacts. This position acts as manager for Election Division tasks. Work is performed under the general direction of Executive Officers.

**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.

- Supervises, plans and organizes the work of division staff
- Hires, direct, evaluates, disciplines and adjusts grievances, or effectively recommends such actions for assigned personnel
- Plans, directs, and supervises the daily activities of the Election Division, including pre-election preparation, election night operations, and post-election activities
- Develops long and short range plans and monitors programs, projects and procedures ensuring deadlines are met
- Plan, allocate, and monitor use of equipment and other resources to ensure efficient organization and completion of work
- Remain current on all local, state, and federal legislation as it pertains to voting and elections to determine the impact on elections operations
- Develops procedures and standards to ensure compliance with election law
- Answers inquiries, provides information, and resolves complaints regarding election operations and logistics that require the use of judgment and the explanation of laws, policies, rules, and procedures
- Develop working relationships and communicate with state and local officials, organizations and departments while participating in Election related functions and activities
- Coordinates multiple election database(s) coding, setup and testing
- Oversees the development of the ballot in multiple formats
- Ensures the accuracy of ballots, election notices and publications
- Assists in the development of election calendars
- Provides or coordinates staff training and cross-training in work procedures
- Identifies process improvement opportunities and required resources
- Makes recommendations and implements improvements upon approval
- Assigns and reviews regular and special projects
- 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
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes
- Management and leadership principles

Skill in:

- Various office equipment; copier, facsimile, and scanning devices
- Microsoft Office software; Outlook, Word, and Excel
- Verbal and/or written communications
- Dealing effectively with others
- Applying an acquired knowledge of procedures, rules, regulations, and services of office to which assigned

Ability to:

- Monitor and evaluate employees
- Plan, organize, manage and evaluate the work of the division to ensure efficient, timely and cost-effective services
- Communicate and use interpersonal skills to interact with coworkers, supervisors, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Recognize problems, identify alternative solutions, and make appropriate recommendations
- Prioritize and assign work
- Interpret and apply policies, procedures, and guidelines
- Resolve conflict
- Work effectively under stress
- Compile and analyze data and information
- Prepare complex reports
- Maintain filing systems
- Write and edit documents
- Maintain confidentiality
- Manage calendars

## **SUPERVISORY RESPONSIBILITIES**

Exercises supervision of personnel in related area of responsibility.

**EDUCATION and/or EXPERIENCE**

Bachelor’s Degree in Public Administration, Business Administration, or other closely related field and at least three (3) years of technical or specialized election operations experience with one (1) of those years in a supervisory capacity; or, an equivalent combination of training and experience.

**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 35 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Use of arm and /or leg controls requires exertion of forces greater than for sedentary work.

**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 Election Division Manager 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.