



JOB DESCRIPTION DU PAGE COUNTY ELECTION COMMISSION

CLASS TITLE: Registration Division Manager
JOB NUMBER: 8009
FLSA STATUS: Exempt
GRADE: 311

POSITION SUMMARY

Under general direction; performs work of moderate difficulty in planning, coordinating and delegating of Registration Division tasks; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs administrative work in creating the direction of division activities. 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 Registration 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 assigned staff
- Hires, direct, evaluates, disciplines and adjusts grievances, or effectively recommends such actions for assigned personnel
- Primary resource for the Registration Division
- Oversee maintenance of voter registration records, coding, and reviewing for accuracy and completeness
- Delegate duties to front counter staff
- Ensures proper staff conduct when assisting the public
- Provides information to the public or directs to appropriate personnel
- Provides staff direction with complex registration issues
- Coordinates provisional ballot qualification
- Manage objection signature checks
- Manages public viewing terminals
- Train full-time and temporary registration staff
- Assists in providing training for individuals or organizations conducting voter registration
- Secondary Freedom of Information Act (FOIA) officer
- Maintains filing systems and basic departmental records
- Oversees registration information mailings
- 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:

- Business English, spelling, grammar and punctuation
- Department operations, policies and procedures
- Administrative research methodologies and techniques
- Forms and procedures used in the Election Commission for registration, voting, public and personnel purposes
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes
- Management and leadership principles

Skill in:

- Verbal and/or written communications
- Dealing effectively with others
- Applying an acquired knowledge of procedures, rules, regulations, and services of office to which assigned
- Using computer hardware and software including word processing, spreadsheets, databases, email, etc.
- Various office equipment; copier, facsimile, and scanning devices

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, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Ensure compliance with applicable federal, state, and local laws, rules, and regulations and statutory requirements
- 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

Four (4) years of progressively responsible registration experience in providing high level analysis of applicable statutes plus two (2) years of office experience providing clerical support, organization and public contact; 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 20 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

Freedom of Information Act (FOIA) officer training is required within 90 days of employment.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Registration 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.