

**Class Title:** Elections Manager

**Department:** Clerk

**FLSA:** Non-exempt

**Class Code:** 8813

**Grade:** 21

**Eff. Date:** 01/01/2007

**Revised:** 12/22/2022

### **GENERAL PURPOSE**

Under the general supervision of the Davis County Clerk, manages the voter registration, electronic voting system and elections process in Davis County.

### **EXAMPLE OF DUTIES**

Interviews and hires elections personnel. Assigns, supervises, and monitors the work of elections staff; ensures staff is properly trained. Conducts annual performance evaluations in compliance with County policies, procedures, and practices. Identifies and addresses performance and/or behavior problems in a timely manner, and initiates corrective action; initiates disciplinary action as directed.

Coordinates election day activities and work flow with election staff and poll workers. Oversees recruitment of poll workers and ensures poll workers are properly trained on voting procedures and on operating voting equipment.

Prepares and submits election budget; monitors and approves expenditures. Prepares and submits grants for state and federal funds.

Manages Davis County Primary, General and other required elections; coordinates municipal election process with all Davis County cities and provides assistance in carrying out election responsibilities. Ensures compliance with all state and federal elections laws.

Interprets, clarifies, and explains County policies and procedures and related state and federal laws and regulations.

Writes, updates, and implements policies and procedures for Davis County elections process. Ensures office policies and procedures relating to voter registration and election process are in compliance with Utah Code.

Responsible for reviewing and approving ballot text and format.

Reviews population growth and makes recommendations for precinct boundary lines and polling locations. Arranges for polling locations and voting areas with each site; physically inspect each location to ensure adequacy for equipment set-up and for voter accessibility.

Prepares correspondence to poll workers, candidates, State elections office, political parties, polling locations, etc. Develops poll worker training curriculum. Provides election education training materials; coordinates and conducts training for Registration Agents and Elections Judges in compliance with Utah Code.

Oversees and maintains electronic voting system in Davis County; evaluates systems on a regular basis to identify problems and makes recommendations for improvements. Develops and updates

procedures for storing, testing, and transporting voting equipment. Maintains inventory of voting equipment; arranges for storage location; ensures proper storage (humidity, temperature, etc.). Ensures pre-and post-election testing of voting machines to ensure machines function properly. Coordinates programming needs with the Information Systems department.

Monitors the elections supplies inventory. Compiles data and prepares reports identifying elections supplies needed for each voting district. Responsible for ordering and receiving elections supplies. Works closely with designated printing company when ordering elections ballots ensuring accuracy and compliance with Utah Code.

Responsible for organizing and storing elections supplies and equipment (includes ballots, ballot boxes, etc.). Responsible for the distribution and retrieval of voting supplies and equipment (voting machines, ballot boxes and elections ballots) to appropriate locations.

Represents the Clerk at various meetings on matters pertaining to elections services.

Prepares and publishes public election notices. Responds to public concerns and issues regarding polling locations.

Oversees the processing of voter registration forms, payments, Certificate of Election, and other materials and ensures accuracy and completeness; makes additions and resolves discrepancies.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

Five (5) years of full time employment performing related duties, two (2) years of which must have included progressively responsible administrative and supervisory duties; an acceptable combination of education and experience may be considered.

***Preference given for*** Certified Election Registration Administrator (CERA) certification.

### **2. Special Qualifications:**

May be required to obtain CERA certification within three (3) years of hire date.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

### **3. Necessary Knowledge, Skills, and Abilities:**

***Knowledge of:*** State and federal election laws, codes, and regulations; sequence of election events; Davis County election voting precincts; motor vehicle laws as they pertain to voter

registration; voting machine functions, storage and maintenance; general office procedures. Working knowledge of: budget concepts, preparation, and management; supervisory principles and practices; relevant computer applications; marriage license and passport processes; County Policies and Procedures.

**Skill in:** typing 40 wpm net (as required by the position); operating modern office equipment, necessary computer hardware and software including statewide motor vehicle system; reading maps to identify voting districts.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** supervise and evaluate the work of others; effectively understand, interpret, and apply knowledge of state and federal election laws, codes, and regulations; act independently in varied circumstances; perform effectively in stressful situations; plan, organize, and prioritize time and workload to accomplish tasks and meet deadlines; exercise initiative, discretion, and sound judgment in making decisions; read maps; perform complex and detailed clerical duties; communicate effectively; follow complex written and oral instructions; make mathematical computations; establish and maintain effective working relationships with supervisors, employees, other departments, other agencies, and the general public.

### WORKING CONDITIONS

Work a flexible schedule to accommodate elections.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***