

# VOTER OUTREACH MANAGER

Job Code	Pay Grade
09154	150

## Nature of Work

This is a professional, communicative, administrative and supervisory work; Work requires the incumbent to develop, implement and manage a comprehensive voter education and outreach program; Work requires the incumbent to produce and present public information; and manage mission-related functions and activities. This position requires extensive public contact. The incumbent performs duties which require a comprehensive knowledge of Federal, State and local election laws, procedures, as well as precinct demographics, elected offices and districts. Duties involve managing voter education functions; responsibility for voter registration records; supervising election ambassador staff; maintaining records; and providing administrative support and assistance to the Supervisor of Elections. Considerable independence of judgment and action are inherent at this level. Authority includes supervisory responsibilities. Duties are performed under the direct supervision of the Supervisor of Elections, Deputy Supervisor of Elections, Communications Director or designee.

## Minimum Qualifications

- 7 years of community outreach or education that includes planning, developing and conducting community outreach and events, making presentations and supervisory experience
- Bachelor's degree with major coursework in community affairs, education or public affairs or related field and 3 years' experience in planning, developing and conducting community educational programs or related work; or
- An equivalent combination of education, training and/or experience
- Fluent in Spanish; ability to assist in translation both written and orally.

## Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Administer a multifaceted, countywide voter education outreach program to encourage voter participation and inform the public of voter registration procedures, the voting process, and voting system.
- Solicit and schedule approximately 250 outreach events each year throughout the county.
- Personally attend 50-100 events yearly with frequent public contact and public speaking.
- Compose and deliver presentations and educational programs to government agencies, civic and public groups, and students (K-12<sup>th</sup> grades and colleges).
- Conduct community and school elections by using specialized computer applications to prepare and conduct mock elections from ballot layout, testing, and printing through tabulation of final election results.
- Responsible for selecting, training, scheduling, and supervising a team of outreach employees for public education and demonstration events.
- Internal and external communication of ongoing voter education and outreach programs.
- Correspond with over 50 government agencies that serve as state mandated voter registration agencies. These include offices of disability, public assistance offices, driver license offices and public libraries.
- Conduct training for government, public and civic organizations to ensure compliance with current Federal and State regulations and statutes.
- Responsible for the timely notification, receipt, and reporting of Form 1 Statement of Financial Interests forms for 1,200 individual Pinellas County filers
- Correspond with the Florida Commission on Ethics and Form 1 Coordinators.
- Compose and update procedural and training manuals.
- Contribute content for articles and monthly newsletters.
- Update department website content.

# VOTER OUTREACH MANAGER (continued)

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## Illustrative Tasks (continued)

- Regularly correspond with State, County, and Municipal government agencies, businesses, civic organizations, and academic groups.
- Compose department correspondence and prepare frequent reports on department program progress.
- Ensure compliance with State law and Florida Division of Elections mandates and keep abreast of Federal, State, and local laws.
- Manage the FSASE scholarship award program.
- Assist in preparation of department budget.
- Create, review and proofread critical department materials.

## Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of public information and communications.
- Knowledge of principles and procedures of current policies, protocol and equipment.
- Knowledge of sound business principles, techniques and management.
- Knowledge of principles of office management and supervision.
- Knowledge of Pinellas County Schools and local Colleges.
- Knowledge of methods and techniques relevant to preparing statistical surveys and reports.
- Knowledge of social media platforms and tracking.
- Ability to express ideas and findings clearly and concisely in both oral and written form to supervisors, public and civic organizations, and the general public.
- Ability to train and supervise outreach employees.
- Ability to lift at least 25 lbs.; ability to load and use dolly.
- Ability to communicate with management, as well as local and state officials
- Ability to independently analyze and solve problems, and render advice or assistance and substantive recommendations to same.
- Ability to learn and apply computer applications and software.
- Ability to develop and update website content.
- Ability to act as Supervisor of Elections' representative in public forums.
- Ability to develop and implement procedural and operational changes.
- Ability to establish and maintain effective working relationships with superiors and others.
- Perform additional voter registration and election-related activities as required.

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Created	EEOC Code	Overtime Code
04/17	Officials & Managers	Exempt