

ELECTIONS ADMINISTRATOR

Job Code	Pay Grade
09180	150

Nature of Work

This is technical, professional, and administrative work managing the production and dissemination of public information as well as developing and maintaining communications with citizens of the county, representatives of industry, communications media and with other governmental entities. Work involves responsibility for planning, organizing and managing the dissemination of information concerning all aspects of the Supervisor of Elections Office. Considerable independence of judgment and actions are inherent at this level. Duties are performed under the direct supervision of the Deputy Supervisor of Elections.

Minimum Qualification Requirements

- 8 years of technical or professional experience in the production and dissemination of public information preferably in Supervisory of Elections agency activities or a related field that includes maintaining effective public relations and communications programs for citizens; or
- Associate's degree and 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require:

- 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 a position.

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

- Assists in operational planning directed by the policies established by the Supervisor of Elections.
- Prepares records and reports relative to the overall operation, as requested.
- Solicits, compiles, and summarizes data and information of interest to the Supervisor of Elections.
- Analyzes data and recommends administrative alternatives to assist the Supervisor of Elections to achieve its performance goals and objectives.
- Assembles information, writes, edits, and arranges for printing various publications, reports, pamphlets, or brochures on Supervisor of Elections projects, programs, or similar public information matters, which may have large general distribution or limited internal and/or general distribution.
- Provides assistance to various departments regarding publicity for programs, services and policies.
- Provides copy, art work, and photographs to various publications and radio and television stations for Supervisor of Elections functions.
- Prepares or assists in the preparation of speeches.
- Advertises public meetings and arranges for press coverage of events when necessary.
- Serves as liaison to area media outlets and general public.
- Prepares newsletters and brochures for the public.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the practices and principles of public information and public relations.
- Knowledge of the principals, practices, and methods of information media.
- Knowledge of sound business principles, techniques and management, plus the ability to express ideas and findings clearly and concisely in both oral and written form to superiors, groups and the general public.

ELECTIONS ADMINISTRATOR (continued)

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Knowledge, Skills, and Abilities (continued)

- Knowledge of principles and procedures of current office policies, protocol, and equipment.
- Knowledge of methods and techniques relevant to preparing statistical surveys and reports.
- Skill to perform independent analysis and problem solving, and the ability to resolve issues or render advice and assistance and substantive recommendations.
- Ability to apply computer applications and software.
- Ability to acquire knowledge of public administration principles and practices.
- Ability to manage, coordinate, and supervise department head activities.
- Ability to develop and implement procedural and operational changes.
- Ability to select, train, supervise, and evaluate the work of assigned personnel; establish and maintain effective working relationships with superiors, subordinates, and others.

For official use only

Revised	EEOC Code	Overtime Code
9/18	Officials & Managers	Exempt