



Elections Departmental Supervisor

Category: Classified
Pay Grade: C22
Job Code: 09126

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is highly responsible supervisory work with extensive supervision responsibilities in directing activities for the efficient operation of the assigned department of the Supervisor of Elections. The supervisor establishes directives for operational planning in compliance with legal mandates. Duties involve planning, managing, and reviewing the work of staff; responsible for the management of processing and maintaining a large number of voter registration records and mail ballot requests; managing and operating mail ballot equipment; managing call center employees; maintaining voting equipment and supplies, records retention; managing election and poll workers; managing polling places, ballot drop-off locations and early voting sites. The position reports to the Elections Administrator or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, assigns, directs, and reviews the activities of clerical employees in main and branch office(s); advises employees on departmental policies and procedures; conducts performance reviews; trains new personnel;
- Supervises, assigns, and reviews the work of subordinate technical and support staff in personnel, inventory control, record, and file maintenance, purchasing, property control, accounting, office automation, and data entry;
- Responsible for planning and managing early voting sites, polling places, ballot drop-off locations, voting equipment and supplies, mailing/receiving of mail ballots, voter registration records, scanning and indexing, verifying candidate/initiative petitions, and data/statistical reports;
- Selects and trains staff for call centers, poll workers, operations, and voter services;
- Researches County procurements as well as purchases, negotiates with vendors, analyzes and recommends large purchases, and monitors invoicing and contract compliance;
- Relieves managers of administrative detail by advising employees of departmental policies and procedures, dictating correspondence, preparing reports, assembling budget data, and coordinating and preparing agenda items;
- Maintains departmental compliance with the Florida Elections Code; Section 203 of the Voting Rights Act; National Voter Registration Act (NVRA), Help America Vote Act (HAVA) and The Military and Overseas Voter Employment Act (MOVE); and Florida Administrative Rules;
- Provides administrative support to management by researching and assembling information, preparing reports with recommendations, and providing clarification of departmental policies and procedures;
- Meets with voters and other individuals to respond to a wide variety of requests and to resolve problems;

- Coordinates the activities of temporary personnel as needed within the section or department;
- Develops, prepares, and monitors the department budget, reviews and approves expenditures;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Five (5) years of technical or professional experience in the planning, operations and management of tasks, personnel and information preferably in a Supervisor of Elections agency or a related field; or an Associate's degree and three (3) years' experience as described above; or a Bachelor's degree and one (1) year of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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.
- Must be a registered Florida voter at time of appointment.
- Ability to work evenings, weekends and holidays during periods of peak activity.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills, and Abilities:

- Knowledge of public administration and supervisory techniques, principles, and practices;
- Knowledge of federal, state and local election laws, regulations, rules and procedures;
- Knowledge of computers, data processing principles, methods and practices;
- Knowledge of principles of office management and supervision;
- Knowledge of research techniques, methods, and procedures;
- Ability to supervise and train a large clerical, technical, and support staff;
- Ability to develop effective office and field work procedures, clerical training programs, departmental or public relations programs;
- Ability to prepare and defend reports and recommendations, both verbally and in writing;
- Ability to independently analyze, solve problems, and render advice or assistance to same;
- Ability to respond to voter needs in person, by telephone, fax, email and files records;
- Ability to apply computer applications and software;
- Ability to use word processing equipment with accuracy and speed;
- Ability to make sound independent decisions;
- Ability to keep accurate work records.

PHYSICAL/MENTAL DEMANDS

The work requires exerting up to 50 pounds of force occasionally, and/or up to 50 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes during normal and high stress situations.

- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.