



Elections Office Manager

Category: Exempt
Pay Grade: 150
Job Code: 09148

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

Performs highly responsible supervisory work with extensive administrative management responsibilities in directing activities for the efficient operation of the office of the Supervisor of Elections. The manager establishes office policies and directives for operational planning in compliance with legal mandates. Duties involve planning, managing, and reviewing the work of supervisors and staff responsible for processing and maintaining a large number of voter registration records; processing mail/absentee ballot requests, and managing early voting site activities. The position reports to the Deputy Supervisor of Elections or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, assigns, directs, and reviews the activities of supervisory and clerical employees in main and branch office(s); advises employees on departmental policies and procedures; conducts performance reviews; trains new personnel;
- Directs the maintenance of the automated master file of registered voters; designs and implants new software programs to optimize the voter registration and election support process;
- Responsible for the organization, direction and coordination of office functions; establishes policies and directives for departmental planning;
- Prepares and monitors the annual departmental budget;
- Prepares and dictates correspondences in response to inquiries from the general public and other governmental offices; directs and monitors the activities of the office mailroom;
- Responsible for planning and managing early voting sites;
- Responsible for implementing and managing mail/absentee ballot program;
- Selects and trains staff for the Election Call Center;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in business administration, information technology, public administration, management or related field that includes significant coursework in information technology or computer science plus three (3) years of related professional experience; or an equivalent combination of 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 Pinellas County elector at time of appointment.
- Ability to work evenings 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;
- Ability to apply computer applications and software;
- Ability to use word processing equipment with accuracy and speed;
- Ability to plan, assign and supervise the work of a large staff of supervisory and clerical employees;
- Ability to make sound independent decisions;
- Ability to keep accurate work records.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 20 pounds of force occasionally, and/or up to 10 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.