



Voter Outreach Manager

Category: Exempt
Pay Grade: 150
Job Code: 09154

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 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.

ESSENTIAL JOB FUNCTIONS (examples, 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-12th 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;
- 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;
- Perform other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Five (5) 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 three (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.

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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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..

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.