



Deputy Supervisor of Elections

Category: Exempt
Pay Grade: 150
Job Code: 09170

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 professional, technical, and administrative work assisting the Supervisor of Elections in activities necessary for effective and efficient performance of the duties and functions of this office. An employee in this classification assumes direct responsibility for administrative details pertaining to operational planning and direction, personnel, and finance. Considerable independence of judgment and action is inherent at this level. Authority includes supervisory responsibility over classified service supervisors. Duties are performed under the direct supervision of the Supervisor of Elections and are reviewed by results obtained and conferences.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Assists the Supervisor of Elections in the establishment of policies and directives for operational planning in accordance with established laws, rules, and regulations governing the Supervisor of Elections Office;
- Acts on behalf of the Supervisor of Elections in his/her absence;
- Acts as alternate approver of expenditures of funds for the Supervisor of Elections;
- Assists the Supervisor of Elections by planning and implementing future programs and procedures as requirements of laws and rules mandate;
- Prepares the Supervisor of Elections annual office budget by analyzing financial reports and the various departments requests;
- Reads, classifies, refers or answers memos, reports and correspondence;
- Leads and directs the work of department managers and is responsible for supervision of both exempt and classified service personnel;
- Writes media news releases and scripts in accordance with established policy;
- Studies specific department operations; makes recommendations as appropriate;
- Prepares records and reports relevant to the overall operation, as requested;
- Liaison to political groups, governmental entities, community and neighborhood associations, acting as spokesperson and trainer;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in public administration, business administration or related field and four (4) years of professional administrative and management experience related to Supervisor of Elections activities that includes supervisory training or supervision; 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.
- 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:

- Considerable knowledge of principles and procedures of current office policies, protocol, equipment, election law and administrative rules;
- Knowledge of Pinellas County's functional and structural organization;
- Knowledge of methods and techniques relevant to preparing statistical surveys and reports;
- Skill and ability to assign, coordinate, and supervise department head activities;
- Skill to perform independent analysis and problem solving, and ability to resolve issues or render advice and substantive recommendations;
- Ability to apply computer applications and software;
- Ability to plan, develop and present ideas, concepts, plans, designs, schedules and status reports;
- Ability to acquire knowledge of public administration, principles and practices;
- Ability to develop and implement procedural and operational changes;
- Ability to communicate effectively, orally and in writing, with superior, subordinates, and the interested public;
- Ability to select, train, supervise, and evaluate the work of assigned personnel; establish and maintain effective working relationships with superior, subordinates, 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.