

SHAWNEE COUNTY, KANSAS
Position Description
Election Manager - Voter Services

POSITION NUMBER: EL1005A

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this Classified position is a part of the Elections Office management team. Performs critical administrative work for elections related to voter services (voter registration, advance mail ballots, early voting, federal service/UOCAVA voting, mobile polling, etc.). Oversees voter records management systems and other related work. Performs other duties as assigned. This position is supervised by the Election Commissioner.

WORK PERFORMED

- 30% Supervision of Staff.** This position supervises the Assistant Election Manager – Voter Services, the Office Assistant II – Voter Registration Clerk, the Office Assistant II – Advance Voting Clerk, and Intermittent Elections Data Entry Intermittent staff with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects are complete. Establishes work schedules and assigns work. Checks work procedures and products. Trains and instructs staff verbally and prepares written instructions on proper completion of duties.
- 20% Election Systems Software.** Manages critical computer functions in creating and maintaining accurate databases for each election in the statewide voter information system. As the local System Administrator for the statewide voter information system, this position is the contact person for maintaining uninterrupted database and computer accessibility and managing the security access tokens for each locally authorized employee. Tests, tracks, implements enhancements and upgrades, reports software defects/shortcomings. Trains staff and assists in software support. Ensures the above stated system interacts correctly with the elections management software system for electronic poll books as appropriate.
- 20% Voter Registration & List Maintenance.** Manages and is responsible for the complete and accurate voter registration for all registered voters in Shawnee County. Conducts the list maintenance activities and street files maintenance in compliance with requirements of the National Voter Registration Act, the Federal Voting Assistance Program, Secretary of State's office, Kansas law, Administrative Rules & Regulations and Elections Office policy. Monitors election laws and requirements. Is responsible for managing the petition verification process.
- 15% Voter Ballot Services.** Manages the processes for voters to request, receive and cast ballots for all non-polling place ballots (advance mail ballots, early in-person voting, federal service, mobile polling, etc.) and the Provisional Process for all ballots while ensuring compliance with the

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requirements of the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), the Federal Voting Assistance Program, Help America Vote Act (HAVA), Americans With Disabilities Act, Kansas Law, Secretary of State's Office, Administrative Rules & Regulations and Elections Office policy. Provides support for the ballot-on-demand system in conjunction with the Election Systems team. Prepare for and assists in conducting the post-election audits that ensures vote tabulation accuracy.

10% Process Improvement & Documentation. Serves as a member of the Election Office's management team. Manages the continuous process improvement and documentation for those areas of responsibility. Collaborates with the other areas of the department regarding integration of processes. Documents processes in the database software per office policy.

5% Security & Customer Service. Ensures the security of the election process in all facets and provides the highest, appropriate level of customer service in performing the duties of this position to the extent possible and reasonable.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, coaching/mentoring, etc.
- Supervisory responsibilities and effective leadership skills.
- Office management methods, equipment and modern office practices.
- Microsoft Windows functions of word processing, spreadsheet, email and election related database programs.
- Federal, state and local election laws and regulations governing elections in Shawnee County.
- The English language, spelling, grammar and arithmetic computations.

Ability to:

- Plan and direct the work of others.
- Plan and maintain the flow of office work.
- Work well under pressure and meet deadlines.
- Be organized and multi-task.
- Communicate effectively, both orally and in writing, using the English language.
- Work extended hours when necessary.
- Assess and react to situations appropriately regarding security and customer service.
- Follow oral and written instruction.
- Maintain accurate records.
- Prepare and present complete and accurate reports.
- Understand and implement Federal and State laws; County resolutions, rules and regulations specific to the position.
- Establish and maintain effective relationships with the employees and the department's customers.
- Develop a comprehensive, proficient understanding of the required software systems.

Skill in:

- Providing leadership and direction to employees.
- Public relations and interpersonal relations.
- The use of computer software and applications.

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PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting				X	Driving		X		
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-25 lbs.			X		Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting-25 lbs.			X		Twisting		X			Cramped Body Position		X		
Pushing/Pulling			X		Squatting		X			Sustained Positions		X		
Carrying			X		Turning		X			Noise Levels (Excessive)		X		
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces		X		
VOICE					Climbing	X				Moving Objects			X	
Talking				X	Jumping	X				In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting-25 lbs.			X		Temperature and Humidity		X		

EQUIPMENT USED

Personal Computer	Fax Machine	Calculator	Election Equipment
Printer	Photocopier	Label Maker	Tablet Computers
Telephone	Office Furniture	Paper Shredder	

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Three (3) years' office administration or election office experience.
- Three (3) years' database operations/software application experience.
- One (1) year of supervisory experience.
- Valid Driver's License and able to operate a County-owned vehicle (HR 2013-2).

- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Political Science, Public Administration, Business Management, Databases & Information Systems, or a related field.
- Three (3) years of experience in conducting public elections.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical and drug screen.
- Required to lift twenty-five (25) pounds.
- Required to work overtime as needed.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 02/07

Revision History: 04/20