

## CLASS SPECIFICATION

Yuba County

August 2004

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**CLASS TITLE:** Elections Supervisor

**FLSA STATUS:** Non-exempt

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### **JOB SUMMARY:**

Supervises election operations staff and activities; coordinates all logistical aspects of Federal, State, County, City and special district election operations; performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This class is a supervisor, responsible for planning, organizing, supervising, reviewing and evaluating the work of election operations staff. The work also involves coordinating all logical aspects of election operations. This class is distinguished from the County Clerk Recorder in that the latter is an elected official with overall responsibility for document and vital statistic recording in addition to the election function.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Plans, organizes, assigns, supervises, reviews and evaluates the work of election operations and support staff.
- Recommends selection of staff; trains assigned staff in work procedures; administers discipline as required.
- Provides input into the budget and goal setting processes; maintains budgetary records by specific election programs.
- Registers voters and enters names and related information into the County voter data base.
- Issues nomination papers to potential candidates; instructs candidates regarding filing procedures; determines and collects appropriate fees.
- Prepares and proofreads all information to appear on the ballot; determines ballot format and style, depending upon type of election; provides for the printing and distribution of sample ballots.
- Supervises the receipt and preparation of early voting and mail ballots for tabulating; oversees the receipt and preparation of election night returns; conducts early voting and electing day polling place analyses.
- Selects, inspects and procures polling places; assigns precincts to polling places and receiving centers; prepares contracts for election materials and equipment and for logistical services.
- Assists in the development of election calendars; monitors details to ensure that deadlines are met.
- Answers inquiries, provides information and resolves complaints regarding election operations that requires the use of judgment and the explanation of laws, policies, rules and procedures.
- Develops, recommends and implements improved operating procedures, forms and work processes.
- Selects and trains assistants to assist with the election and vote-counting processes.
- Compiles operational and statistical data and information; works with the canvass board after each election; evaluates findings and recommends operational decisions based upon the information.

- Assists in the ballot counting process; provides information to the press and the public regarding the election outcome.
- Maintains various records and prepares special and periodic reports.

**Important:**

- Issues marriage licenses and performs marriage ceremonies; issues passports, files a variety of legal documents; collects and balances fees as required.
- Uses a variety of standard office equipment, including a computer, in the course of the work.
- Drives a personal or County motor vehicle to precincts, election staff training sites and related locations.

**QUALIFICATIONS:**

**Knowledge of:**

Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.  
California State and County election laws, codes, regulations and procedures.  
Computer applications related to election operations.  
Business arithmetic, including percentages and decimals.  
Standard office practices and procedures, including filing and the operation of standard office equipment.  
Records management principles and practices.  
Correct business English, including spelling, grammar and punctuation.  
Techniques for dealing with the public, in person and over the telephone.

**Skill in:**

Planning, organizing, supervising, reviewing and evaluating the work of others.  
Training others in policies and procedures related to the work.  
Understanding, applying and explaining laws, rules, regulations, policies and procedures.  
Organizing, researching and coordinating election files and data bases.  
Preparing clear and concise reports, correspondence and other written materials.  
Using initiative and independent judgment within established procedural guidelines.  
Organizing own work, setting priorities and meeting critical deadlines.  
Establishing and maintaining effective working relationships with those contacted in the course of the work.  
Dealing successfully with the public, in person and over the telephone, occasionally where relations may be confrontational or strained.

**Physical Demands:**

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to reach election and training sites.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

- Work overtime or off-shift work on a seasonal basis.

**Background:** The minimum and preferred requirements for this position are described below

**MINIMUM:** Equivalent to graduation from high school and four years of office administrative or secretarial, including two years of technical or specialized election operations experience or experience in an City or County office that would have provided the required specialized knowledge and skills.

**PREFERRED:** In addition to the minimum requirements, completion of two years of college (60 semester units) with major course work in public administration, business administration or a field related to the work and two additional years of progressively related election operations experience in a public agency. Progressively related experience may be substituted for the education at a rate of two years of experience for one year of education.

**This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.**