

JOB TITLE: Elections Superintendent

Approved by the Hart County BOC: March 25, 2014

DEPARTMENT: Elections, Hart County

JOB SUMMARY:

The purpose of this classification is to serve as Chief Registration Officer and Elections Superintendent for Hart County, Georgia.

MAJOR DUTES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Administers and supervises the Board of Elections office, overseeing voter registration, preparing and holding elections, programming voting machines, and encoders, and maintaining records.
- Supervises/evaluates assigned staff and outside vendors including Machine Technician; handles all employee concerns; directs work assignments; counsels and disciplines employees when necessary.
- Requires ability to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals and to develop and implement long-term goals for the department in order to promote effectiveness and efficiency.
- Requires knowledge of management, human resource management/personnel, and financial practices, policies and procedures as necessary in the completion of daily responsibilities.
- Recruits, trains, and supervises Poll workers; evaluates job performance; processes payroll.
- Establishes and implements department goals, objectives and operating procedures.
- Prepares and/or directs the preparation of reports including reports to the Board of Elections members, state, federal, local government, and citizens.
- Develops an annual budget for office and all elections; executes the approved budget; submits supplemental budget requests, as necessary.
- Requires knowledge of the principles, practices and procedures of the County Government, the operations and functions of the Board of Elections Department, and extensive knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job.
- Provides information about the electoral process and voting procedures to the media, government officials, public schools, civic clubs, and numerous other organizations.
- Serves as Filing Officer for candidates, including receiving and inspecting campaign financing disclosure reports; maintains reports for public inspection; notifies candidates of filing dates and technical violations; notifies State Ethics Commission of candidates qualifying for election; notifies commission of those who fail to file reports.

- Attends required training sessions concerning voter registration and election laws; attends training on all election equipment used in Hart County.
- Maintains custody of records of all elections, registration information, campaign contribution reports and financial statements.
- Supervises the petition process to include Nomination and Recall petitions; coordinates the establishment of precinct voting sites in accordance with applicable laws.
- Programs memory cards, Electronic Express Poll Books, and encoders using the GEMS Server for each AccuVote machine prior to all elections.
- Coordinates and assists in the AccuVote logic and accuracy test before each election.
- Prepares and publishes election notices as required by law including submitting pre-clearance matters to the United States Justice Department and legal notices for publication in the newspaper.
- Prepares and orders ballots, sample ballots, and absentee ballots; coordinates and supervises the tabulation of ballots and the preparation of certified election results.
- Maintains and provides voter registration lists for the city of Royston, Canon, Bowersville, and city of Hartwell. Oversees credit for voting being entered in the State computer in a timely manner. Prepares and holds elections for municipal elections where contracted.
- Receives notices of candidacy; determines qualification of candidates; accepts affidavits and qualifying fees.
- Coordinates, supervises, tabulates, and posts the results of absentee and advance voting to include the mailing of ballots and voting in the office.
- Locates voter registration sites; and coordinates the establishment and maintenance of permanent voter registration sites and polling places.
- Trains and deputizes all deputy registrars; coordinates the actions of all county departments that support primaries and elections.
- Maintain current election map for districts; reassigns all voters to their respective districts; makes final decision as to voters district; oversees redistricting assignments.
- Coordinates and supervises the tabulation of ballots, the preparation of certified election results, the announcement of election results on election night and the consolidation and certification of results to Secretary of State.
- Maintains accurate voter registration records; sells lists, labels and tapes.
- Determines equipment, supply, and facility requirements; oversees the maintenance of election equipment. Keeps abreast of any changes in policy, methods, operations, budgetary and equipment needs.
- Selects and equips polling places. Polices polling places to make sure election laws are being maintained.
- Adheres and ensures adherence to established safety procedures and county Safety Policies and Procedures to ensure safety of employees and other individuals.
- Requires knowledge of all applicable federal, state and municipal laws governing registration and the election process, street location, precinct districts and lines, report preparation, and policies, procedures, and activities of the Board of Elections Department. Requires comprehensive knowledge of the terminology used within the department.

- Requires the ability to effectively communicate and interact with county staff, elected officials, vendors, bankers, auditors, public institutions, and the general public regarding departmental operations.
- Requires good organizational, management, human relations, and technical skills.
- Requires the ability to utilize and understand computer applications and techniques as necessary in the completion of daily assignments.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent or equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must attain and maintain Georgia Elections Official Certification within a reasonable amount of time. Must be registered as a Notary Public. Must possess a valid driver's license with the ability to attain a valid Georgia driver's license.

PHYSICAL ABILITY: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (25-50 pounds). Tasks may involve extended periods of time at a keyboard or work station.