

FAIRFIELD COUNTY, SOUTH CAROLINA**JOB TITLE: DIRECTOR
REGISTRATION AND ELECTIONS DEPARTMENT****SPECIFIC STATEMENT OF JOB**

Under limited supervision, is responsible for planning, directing, coordinating, and certifying all primary, general and special elections in Fairfield County. Supervises the staff, plans the activities, and directs the daily operations of the Department of Registrations & Elections. Acts as a liaison to other governmental and community agencies, the State Election Commission, and the Fairfield County Registration and Elections Commission. Performs related administrative and supervisory work as required. Reports to the Chairman of the Registration & Elections Commission.

ESSENTIAL JOB FUNCTIONS

Manages the daily activities of the Registration and Elections Department, ensuring compliance with all applicable laws, regulations, policies and procedures. Ensures voter records are updated and files are maintained on registered voters.

Supervises subordinate staff; supervisory duties include instructing, planning and assigning work, reviewing work, maintaining standards, coordinating activities, selecting new personnel, acting on employee problems, recommending and approving employee discipline and discharge, and recommending employee transfers, promotions and salary increases.

Reviews the work of subordinates for completeness and accuracy; evaluates work performance and makes recommendations for improvement; offers training, advice and assistance as needed.

Develops and presents annual department budget for approval; monitors department expenditures; responsible for payment of invoices and required reports.

Plans, coordinates and supervises voter registration.

Maintains accurate voting precinct maps.

Plans, coordinates and conducts county, state and federal elections, which includes securing polling sites; recruiting, training and supervising poll managers; preparing, assembling and distributing voting materials; setting up voting machines; collecting and counting ballots; reporting ballot totals to appropriate authorities.

Certifies all primary, general and special elections in Fairfield County including providing administrative guidance to candidates, political parties, local municipalities and special purpose districts regarding the conduction of elections.

Inspects voting machines to ensure proper working condition prior to elections.

Distributes and processes absentee ballots. Maintains a secure and efficient work environment to protect the sanctity and secrecy of the ballot, especially when absentee ballots are on the premises.

Informs the general public of registration and election laws, procedures, and requirements through news releases, television appearances, public speaking and school programs.

Coordinates candidate filing procedures.

Maintains files on all poll managers.

Receives and responds to public inquiries, requests for assistance and complaints regarding voter registration / election policies and procedures.

Attends and participates in Registration and Election Board meetings.

Receives and reviews candidate information, voter registration forms, invoices, laws, rules, regulations, etc.

Prepares voter registration cards, board meeting agendas, expenditure reports, various other forms, records, reports and correspondence.

Refers to policy and procedure manuals, computer manuals, voting machine manual, budget, maps, laws, rules, regulations, etc.

Operates a vehicle and a variety of office and specialized equipment, including a computer, voting machine, card reader, copier, calculator, telephone.

Uses clerical and computer supplies, small hand tools.

Interacts and communicates with various groups and individuals such as the County Administrator, Board members, subordinates, other County personnel, volunteers, voters, elected officials, candidates and the general public.

NON-ESSENTIAL JOB FUNCTIONS

Performs routine clerical work as required, including preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, ordering supplies, etc.

Performs related duties as required.

EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS

Requires a Bachelor's degree in public administration, political science, business administration or other relevant field, supplemented by four to five years of general administrative experience and/or registration and elections experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess State Election Commission Certification. Must possess a valid state driver's license.

ADA REQUISITES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from Board members and giving instructions to subordinates and poll workers.

Language Ability: Requires ability to read a variety of policies and procedures, laws, codes, equipment manuals, etc. Requires the ability to prepare reports, records, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to use influence systems in staff / volunteer supervision; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to teach subordinates and poll workers. Must be able to communicate effectively and efficiently using legal terminology. Must be able to communicate effectively with persons of varying educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office and voting machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, small hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Registration and Elections Department as they pertain to the performance of duties of the Director. Has considerable knowledge of the functions and interrelationships of the County and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge in the areas of voter registration and election administration. Knows of the reports, records, files and letters which must be prepared, processed and maintained in order to meet legal requirements. Is able to offer assistance to the public and others as necessary in explaining voter registration and election procedures and requirements. Has knowledge of the standard equipment used in public elections; is able to make minor repairs and adjustments to equipment as necessary. Is able to ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Is able to make sound, educated decisions. Knows how to plan, organize and direct a clerical and volunteer staff. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to subordinates, volunteers, and employees of other departments as required. Has the ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future County needs and resolving problems. Has the ability to plan and develop daily, short- and long-term goals related to County purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing and records management. Has the mathematical ability to handle required calculations. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has knowledge of the occupational hazards and safety precautions of the job. Knows how to maintain a professional image for the County.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.