



ELECTIONS SUPERVISOR

Department: Auditor's Office
Job Class #: 446000
Pay Range: Professional 07

FLSA: Non-Exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

Assists the Elections Manager with planning, organizing, directing and evaluating the activities of the Elections Division. The employee is responsible for the day to day operations and elections systems. Activities are governed by the Revised Code of Washington (RCW), the Washington Administrative Code (WAC), the Pierce County Charter, and established policies, rules and procedures which must be understood and interpreted. This position serves as the Elections Program Manager in their absence or as designated.

ESSENTIAL JOB FUNCTIONS:

- Ensure consistent interpretation and compliance with laws, rules, policies and procedures.
- Manage the daily functional and administrative operations of the division.
- Analyzes, formulates and changes operating procedures to facilitate the efficient operation of the division meeting all legal requirements.
- Prepares Canvassing Board and Certification Reports for each election.
- Implement, advise, and monitor the development, measurement, and execution of the mission, goals, and objectives of the County, department, division and individual work groups.
- Assist with division budget preparation.
- Approve purchase requisitions, purchase orders and other financial transactions.
- Assist with all aspects of election RFPs.
- Supervise the activities of the Elections Division staff to include, schedules, workflow; performance evaluations, training and investigate grievances, recommend hiring, promotional and disciplinary actions; approve leave requests, and overtime; and assure adequate coverage.
- Provides technical assistance to staff in answering questions and resolving problems related to elections and voter registration.
- Ensure effective communication with county departments and staff.
- Manages facility maintenance for the Election Center.
- Compose correspondence and routine letters.
- Develop and maintain a positive working relationship with elections staff, department personnel, other County departments, vendors, observers, outside agencies and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other related assignments as required.

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SUPERVISION RECEIVED AND EXERCISED: Work is performed under direction of the Elections Program Manager. An employee exercises considerable independent judgment and decision-making on technical and administrative matters, consulting with higher-level authority on matters involving policy direction or clarification. Work is reviewed in progress and upon completion for thoroughness, timeliness and compliance with regulations, policies and procedures. This position has full supervisory authority.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Elections Supervisor works in an office environment daily. Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite. Travel to various work sites and/or meeting locations may be required. Works a flexible schedule, which may include evenings, weekends, holidays and overtime. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some standing, climbing, walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to lift a minimum of 50 lbs. on occasion is required. Ability to travel to attend meetings away from regular work site is required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Extensive knowledge of RCWs and WACS as they apply to elections.
- Procedures and duties performed within the Elections Division.
- Principles and practices of office management and supervision.
- Elections Division systems and equipment.

Skill in:

- All functions of the Elections Division and systems.
- Microsoft Office products and other database systems.
- Independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Team building, leadership, and motivation.
- Goal and objective setting.
- Project management.

Ability to:

- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical nature.
- Make presentations to a variety of groups of diverse backgrounds.
- Communicate effectively, both orally and in writing.

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- Work effectively with the public by handling stressful situations and to calm irate customers.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

RECRUITING REQUIREMENTS:

- Four years of progressively, responsible office and operational experience and
- Two years of supervisory or lead experience is required.
- An equivalent combination of experience and education including two years in a supervisory or lead position may substitute for the recruiting requirements on a year for year basis.
- Successful completion of a Pierce County background investigation is required
- Two years full time work experience in an Elections Division and Certification as an Elections Administrator under (WAC) and (RCW) regulations is highly preferred.
- **Certification as an Election Administrator under the Washington Administrative Code (WAC) and Revised Code of Washington (RCW) regulations is required within two years in this position.**

Special Note: Employees in this classification may be limited as to vacation during the primary and general election season, may be placed “on-call”, and will be required to work a flexible schedule, which may include evenings, weekends, holidays, and overtime.