

# Administrator of Elections

## Job Description

**General Description of Job:** The Administrator of Elections supervises the facilitation of voting and the management of elections at all levels, from local to federal. It includes the organization of election agencies, the behavior and characteristics of state and local election officials, the process of conducting elections in accordance with the Tennessee Election Codes and office procedures. Administrator of Elections at the local level includes running elections on Election Day, as well as all pre and post-election activities, such as maintaining voter registration lists. The Administrator of Elections assists the Lewis County Election Commission in canvassing and certifying election results, assist in planning and implementation of any plan during re-apportionment/redistricting and selecting polling place sites. This position is appointed by the Lewis County Election Commission and is considered a full time position.

**Work Location:** 35 Smith Avenue, Hohenwald, TN 38462

**Reports to:** Lewis County Election Commission

### Essential Duties and Responsibilities:

The Administrator of Elections performs administrative work of a legal nature to ensure that elections are carried out properly. Essential responsibilities and duties will include planning, organizing and conducting the elections for Lewis County; receiving and processing applications for registration; filing all candidates for state and county offices; processing absentee ballots; maintaining the registered voter database, election records, regulations and policies. Compliance with state election laws are fundamental aspects of the job. Computer skills and familiarity with computer business software is necessary. Must be able to travel when necessary for county business or job related training schools.

- Plan, direct and oversee absentee mail voting, early voting and Election Day voting for registered voters.
- Ensure the voter registration rolls are accurate and complete as well as maintain the master voter file.
- Serve as Lewis County spokesperson to the media, candidates and voters regarding all aspect of the electoral process on all governmental levels.
- Secure all voting machine equipment within a locked and protected area.
- Prepare letters and correspondence to be mailed to Election Commissioners prior to meetings.
- Assemble all documents necessary for tabulating election results for the certification process and delivery to the State Election Commission.
- Prepare the Election office annual budget for approval by the Election Commission.
- Recruit, conduct training classes and evaluate election officers, machine operators, judges and registrars.
- Administer Oath of Office to all election workers prior to each Election.
- Assist in the process of programing the election voting machines to a -0- balance prior to voting, including recording seals.
- Process local and state candidate petitions.
- Manage campaign financial reports from candidates with a political treasurer.
- Troubleshoot election equipment during an election.
- Prepare and provide legal notices for publication in the local newspaper for each election and other required sources.
- Update and maintain Election Commission website.
- Conduct voter outreach to encourage registration and voting.
- Oversee mailing of voter registration cards.
- Assist in redistricting of voter precincts.
- Operate office machines such as computers, copiers, scanners, fax machines and calculators.
- Process, prepare and proofread documents such as forms, letters, reports, and legal notices, ballots and supervise the process.
- Perform related duties as assigned.
- Maintain compliance with all company policies and procedures.

**Education and/or Work Experience Requirements:**

High school diploma or GED required. Bachelor degree preferred or a minimum of four (4) years' experience in an office and business operation. Team management skills favored.

**Experience and Skills:**

Additional knowledge, skills and abilities preferred to perform the daily tasks and job duties are:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Excellent computer proficiency. (MS Office – Word, Excel, PowerPoint and Outlook)
- Complete and pass the Tennessee State Administrator Certification Program.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- High school diploma or GED required.
- Bachelor degree preferred or a minimum of four (4) years' experience in an office and business operation.

**Physical Requirements:**

- Frequent sitting, standing, walking and light lifting while performing various aspects of the job.
- Ability to safely and successfully perform the essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance.
- Must be able to lift and carry up to 40 lbs.
- Must be able to talk, listen and speak clearly on telephone.