

Elections

Classification Title: Deputy Director Board of Elections

FLSA Status: Exempt

BRIEF DESCRIPTION: Manages daily operations of the Board of Elections Office including personnel supervision and assignment of duties. Manages the preparation and conduct of elections in accordance with federal and state law. Oversees the development and administration of the department budget, approves requisitions, and payment of invoices. Oversees the certification and testing of voting equipment, assignment of ballot styles and calculate ballot orders, and approves all election forms and training manuals.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Reviews and analyzes program goals and objectives, community needs, service demands and project trends. Provides direction, design and planning for the functions and daily activities of the department. Supervises all projects.
2	M	Ensures that work plans are developed and maintained for election projects. Oversees certification of equipment. Approves elections forms and precinct training manuals. Manages post-election reconciliation and prepares final election results for certification by the Board.
3	L	Develops department's business and strategic plans through business process analysis, technology, and business administration. Develops base budget and expansion requests. Prepares bid specifications and manages contracts.
4	L	Serves on departmental RFP committees. Participates in ELT meetings and stake holder forums. Conducts media interviews, prepares news releases and prepares responses to public requests.
5	L	Develops procedures for security of election software and voter data. Leads implementation of improvements to relevant applications and databases, equipment, customer services, security, and systems. Tracks and reports software deficiencies and enhancements. Develops disaster recovery plan.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor’s Degree in Political Science, Law, Business Administration, Public Administration or related field.
Experience	Eight years experience in County Board of Election administration and personnel management.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	NC Certified Elections Administrator, Notary Public, and Class C Driver’s license.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant funds for the department or does research and prepares recommendations for County wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Personal computer, copiers, printers, scanner, barcode scanner, M100 ballot tabulator, M650 high speed ballot tabulator, AutoMark, general tools, and audio and visual systems.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

None.