

Classification Title: Board of Elections Campaign Finance Specialist

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Assists the Clerk to the Board, Campaign Finance Director and Business Officer prepare documents for board meetings, prepare and maintain minutes and legal notices, compile data for public information requests and posts information on website for upcoming events as requested. Assist the Business Officer in planning, organizing and managing of office operations, budget development, business plan, contract administration, procurement, expenditure and revenue management, election administration, statistical analysis, and all other special projects assigned.

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	S	Assist the Clerk to the Board in communicating with the Board members regarding agenda items, documentation required for the meetings, research information for the agenda items and assist in drafting correspondence as directed by Board.
2	S	Develop the office division’s annual budget with Deputy Director and Business Officer, assist the Business Officer in revenue projections and expenditures, in analyzing budget impact of new election laws and state directives, assist in managing procurement of goods and services, assist in fiscal reporting and reimbursements requests, and assist in any other finance related issues assigned.
3	S	Provide comprehensive assistance and training to individuals and political action committees in Wake County on NC campaign finance regulations by working with them to achieve disclosure and regulatory compliance.
4	S	Respond to questions on specific activities and provide tools and guidance on compliance, ensure that all individuals and entities subject to the campaign financer regulations of NC are in compliance with NC law through analysis of disclosure data, candidate and political committee fund raising and spending activities and financial records, and oversee administrative duties of the campaign finance section, including supervision of staff.
5	S	Conduct manual audit of committees registered in Wake County addressing discrepancies. Refer late or non-compliant reports to the State Board of Elections for further investigation, financial penalties or criminal prosecution. Contact treasurers for additional information needed to resolve difficult audit problems. Require thorough working knowledge of the campaign finance regulations and audit process. Post all reports on website within 24 hours of receipt.

CLASSIFICATION REQUIREMENTS	
Education	Bachelor's degree.
Experience	Experience in a County Election's office.
Certification and Other Requirements	Notary Public. A valid driver's license and a "safe" driving record required.
Equivalent Education & Experience Accepted?	Yes
Reading	Advanced
Math	Advanced
Writing	Intermediate
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
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 broad reaching and dynamic and may include the communication 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 in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	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:

Copiers, fax machines, telephones, M100 optical scan tabulator, AutoMark voting assistance terminal, Blackberry mobile phone

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.