

Classification Title: Board of Elections Recruitment Coordinator

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Provide oversight, administrative, vendor and compliance support for Election Day support and services by working with the public, political parties and appointed Board members to recruit and secure sufficient staffing. Manage the daily operations of the division within the Board of Elections.

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 | Recruit and assign sufficient staff to comply with North Carolina General Statutes 163. Receive and evaluate applications for positions available and research recruitment locations for upcoming work assignment locations needed. Work closely with Democratic and Republican parties and civic groups to recruit new staff to meet the needs of adequate staffing for precincts in the county. |
| 2 | S | Design and maintain database of applicants interested in working Election Day and early voting. Correspond with applicants both in writing, e-mail and telephone. Draft and prepare brochures outlining the responsibilities and pay scale for the various positions. |
| 3 | S | Write and distribute news releases, information fliers, tear offs, posters, bookmarks and other printed documents informing the public of the needs of the office. Collect information and distribute by e-mail and posting to the web site and social media. Understand all federal and state election laws and directives to accurately develop and produce updated documents. |
| 4 | S | Calculate costs of supplies, services, and programs to be submitted in the budget. Assist Election Day staff with name change and address updates to ensure all applicants are within voting jurisdiction. Maintain accurate personnel forms and tax ID (Vendor Codes) information for county Finance Office to ensure proper payroll. |

| CLASSIFICATION REQUIREMENTS | |
|---|--|
| Education | Associate’s degree. |
| Experience | Over two years of experience in a business environment. |
| Certification and Other Requirements | Notary Public. |
| Equivalent Education & Experience Accepted? | Yes |
| Reading | Advanced |
| Math | Intermediate |
| Writing | Advanced |
| Managerial | Receives Limited Direction. |
| Budget Responsibility | Does research for documents, compiles data for computer entry, and/enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size. |
| 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 frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. |

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.