

COUNTY OF SOLANO
CLASS SPECIFICATION
ELECTION COORDINATOR
Effective Date: 05/08/2013

CLASS SUMMARY:

Under direction, plans, organizes, performs, and supervises the activities and assigned staff of one or more election programs of the Registrar of Voters.

DISTINGUISHING CHARACTERISTICS:

Positions in this class independently perform a variety of complex and difficult technical elections related work in assigned programs while supervising other employees engaged in similar activities. This class is distinguished from the Deputy Registrar of Voters who has overall responsibility for the day-to-day operations of the Elections Division

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

Ensures the County meets legislative and regulatory requirements for elections by:

- Updating, developing, and implementing office procedures to comply with Federal and State laws and county codes;
- Maintaining, reading and interpreting election laws and regulations to assure current knowledge of all requirements and revisions;
- Conducting ongoing logic and accuracy testing of election equipment;
- Overseeing warehouse activities, equipment maintenance and inventory;
- Coordinating and overseeing the election activities related to precinct and district mapping; ensuring the accuracy of and the legally-based development of district and precinct changes; and performing computer operations such as running daily and weekly file backups;
- Planning and implementing precinct consolidations for elections; and
- Developing and implementing Election Day trouble-shooting procedures for the polling places and precincts.

Prepares the County for a specific election by:

- Executing computer programs to produce tapes and reports for candidates;
- Coordinating candidates filing for office and determining if candidate meets legal requirements to campaign and serve in office if elected;
- Coordinating with the Secretary of State's office to establish certified list of candidates;
- Coordinating and overseeing the filing and processing of election related documents;
- Determining acceptability of candidate statements, arguments, rebuttals and analyses submitted for publication in the Voter's Information Pamphlet;
- Assisting in the creation of an accurate and readable pamphlet;
- Developing and preparing candidate information manuals, candidate instruction packets forms and calendars;
- Planning, coordinating and overseeing the candidate filings and nominations;
- Enforcing the Fair Political Practices filing requirements and assessing penalties for failure to file;
- Serving as the filing officer for Solano County for Statements Economic Interests;
- Coordinating and overseeing the vote-by-mail process to include sending and receiving applications, verifying signatures, maintaining the permanent database of voters who vote by mail, and ensuring drives to encourage voters to vote by mail meet state requirements; and

- Overseeing the processing of voter registration affidavits, voter notification cards and voter address confirmation cards.

On the days immediately preceding an election and/or on the day of an election, ensures elections run smoothly by:

- Determining supply and equipment needs for polling places and overseeing the assembly and distribution of supplies;
- Organizing and establishing routes for distribution and collection of polling place election supplies and equipment;
- Monitoring the recruitment and assignment of poll workers; and
- Conducting training workshops for poll workers on the policies and procedures used in elections.

After an election, ensures results meets legal requirements by:

- Preparing tapes and computer disks and overseeing official election records according to applicable record retention procedures;
- Preparing documentation to report cases of fraudulent voter registration or voting to the District Attorney and the Secretary of State's Investigation Division; and
- Overseeing the official canvass of ballots after the election.

Performs supervisory duties over permanent and extra-help employees such as:

- Planning, assigning and scheduling staff's activities and work deadlines;
- Establishing standards for acceptable work products and evaluating performance;
- Proposing disciplinary actions;
- Interviewing applicants and making selections;
- Reviewing work and recognizing employees' work efforts and accomplishments;
- Providing career development mentoring and recommending training and career development opportunities;
- Ensuring that employees are properly trained;
- Providing guidance to employees in handling difficult or complex work problems;
- Reviewing and approving timesheets and requests for leave; and
- Communicating, supporting and enforcing County and Department policies and procedures including those related to equal opportunity and to safety.

Assists management in the administration of the division by:

- Participating in the administration of the division's budget by submitting budget recommendations, monitoring expenditures and approving routine purchases;
- Responding to complaints and/or concerns from County citizens, voters, and office-seekers and recommending changes to improve services;
- Coordinating the work of contractors and consultants with the work of the unit;
- Reviewing work unit procedures, practices and work methods to increase effectiveness and efficiency of operations;
- Monitoring goals and objectives of the division; and
- Performing and/or overseeing the design and update of the Registrar of Voter's website, the creation of applications and forms, and the design, to include camera-ready artwork, and production of sample ballots, envelopes, forms, etc.

Performs other duties of a similar nature or level as assigned.

EDUCATION, TRAINING, AND/OR EXPERIENCE:

Either: Two (2) years of lead experience over employees preparing, processing, tracking and evaluating the activities related to the conduct of federal, state, local and special elections; **AND** Completion of 60 semester units or 90 quarter units of coursework from accredited college or university with coursework in Business Administration, Government, History, Public Administration, Political Science or a closely related field.

Or: Four (4) years of lead experience over employees preparing, processing, tracking and evaluating the activities related to the conduct of federal, state, local and special elections.

Note: Completion of the California Association of Clerks and Election Officials' California Professional Election Administration Course or The Election Center's Certified Elections/Registration Administrator (CERA) program, may be substituted for one year of the required experience in either of the above two patterns.

LICENSING/CERTIFICATION REQUIREMENTS:

Possession of, or the ability to obtain, a valid California Class C driver's license is required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Office procedures and practices.
- Election practices and principles.
- Election records-keeping systems.
- Voting equipment operation and user/routine maintenance manuals.
- California Election Codes.
- District Maps.
- County policies and procedures.
- State and Federal laws on election practices and programs.
- Database, word processing and spreadsheet applications to include Microsoft Word, Excel, Access and Powerpoint.
- Website design software applications.

Ability to:

- Plan, organize and evaluate the functions and activities of election programs and processes.
- Assist in the development of ballots and sample ballots.
- Prepare correspondence, statistical reports, and legal documents.
- Communicate effectively both orally and in writing.
- Schedule and prioritize work to meet constant and changing deadlines.
- Supervise, evaluate, train, and develop permanent and extra-help staff and organized their work.
- Perform data entry, either manually or using automated technology.
- Develop and maintain databases and data systems
- Interpret data and develop recommendations.
- Modify precinct and district maps utilizing a geographic information system such as ArcMap and/or Maptitude.
- Create camera-ready artwork in the production and creation of reports, charts and maps.

ADA REQUIREMENTS:

Physical Ability

Tasks involve the ability to exert moderate physical effort in sedentary to light work, which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate to heavy weight (30 - 90 pounds). Tasks may involve extended periods of time at a computer keyboard.

Sensory Requirements

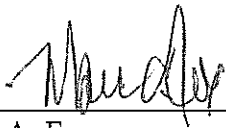
Some tasks require visual perception and discrimination.

Environmental Factors

Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness. Tasks may risk exposure to adverse environmental conditions, such as temperature, machinery, and electric currents.

OTHER REQUIREMENTS:

Independent travel may be required



Marc A. Fox
Director of Human Resources

- Established: June 2002
- Approved by the Civil Service Commission: 7/13/2005
- Civil Service Commission Revision: 5/8/2013