

HUNT COUNTY ELECTIONS ADMINISTRATOR VACANCY – 4/9/2021

DEPARTMENT: ELECTIONS (SELECTION BY ELECTIONS COMMISSION)

POSITION: ELECTIONS ADMINISTRATOR

JOB SUMMARY: Responsible for voter registration and conducting elections in Hunt County, Texas.

ESSENTIAL DUTIES: Responsible for overall management of elections, including contract elections with political parties and political subdivisions. Must work closely with both party chairs and their designees during primary and general elections and must be able to act in a completely non-partisan manner with candidates and officeholders. Must have in-depth knowledge of state and federal election law, ballot processing technology and related issues, and experience in establishing counting station procedures.

Must be able to design elections, including the designation of split precincts and the development of programming instructions for joint elections involving overlapping jurisdictions that may cross county lines. Must be able to conduct joint elections in conjunction with countywide general elections. Must be able to design and present joint election proposals to the governing bodies of cities, school districts, utility districts, and other political subdivisions.

Orders and checks ballots for split precinct requirements, coding, and text. Has major training responsibilities, including presentations for early voting, election-day, central-count, and joint election judges and clerks. Responsible for early voting, in person and by mail, for local, primary, special, and general elections. Works with local and county officials to change precinct boundary lines as necessary and coordinates legal matters pertaining to any changes. Prepares and submits documentation to the U.S. Department of Justice for “preclearance” of any changes related to the conduct of elections, especially boundary changes. Responsible for all voter registration activities in the county. Prepares, monitors, and coordinates three fund sources: state voter registration funds, contract funds, and county general funds. Supervises staff. Works closely with GIS analyst, data supervisor, and other staff on redistricting and coding of jurisdictions. Participates in media interviews. Makes presentations to civic organizations.

PHYSICAL/ENVIRONMENTAL DEMANDS: Must be able to work long hours under stress during election cycles, including successive weeks of more than 90 hours each week in general elections. Must be able to stand and work for long periods of time. Must be able to assist tabulation staff with operation of electronic tabulation machines. Ability to type and enter data. Works indoors most of the time in air-conditioned office. Considerable driving in connection with polling locations, precinct boundary changes, etc.

QUALIFICATIONS: Required: Registered to vote in Texas. Outstanding positive leadership skills and the ability to promote teamwork. A strong work ethic and an absolute commitment to honesty, integrity, and professionalism. **Must be able to conduct herself/himself in a non-partisan manner at all times.** Competency with MS office applications, especially MS Word and Excel. Ability to plan and conduct large-scale training activities for election personnel. Writing and public speaking ability. Knowledge of electronic vote tabulation procedures. Ability to supervise staff and work with wide variety of community leaders, elected officials, and others in a professional manner. Must have outstanding communication, management, and interpersonal skills.

Preferred: College degree in a related field. Elections administration experience in Texas strongly preferred. Additional election administration experience in any state also preferred, but to a lesser extent. Experience with ESS central-count optical-scan tabulation systems and other voting equipment. Extensive knowledge of federal and state election laws and procedures, Help America Vote Act requirements, and voting technology.

SALARY: Commensurate with qualifications.

APPLICATION PROCEDURE: A Hunt County application must be received by the Hunt County Clerk by mail at PO Box 1316 Greenville, Texas 75403 or in person at 2507 Lee St, Room 201, Greenville, Texas 75401. Applications will be accepted until June 4, 2021. Hunt County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department by calling 903-408-4103.