



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE: ELECTIONS ADMINISTRATOR
DEPARTMENT: ELECTIONS
REPORTS TO: COUNTY ELECTIONS COMMISSION/ COUNTY JUDGE
CLASSIFICATION: GR 68

GENERAL DESCRIPTION

This position performs the duties and functions of the Voter Registrar, the duties and functions placed on the County Clerk by the Texas Election Code or by statutes outside the Election Code. This position is filled by appointment of the Burnet County Elections Commission and is a full time, exempt position. The Commission consists of: the county judge, the county clerk, the county tax assessor-collector and the Democratic and Republican county chairs.

ESSENTIAL DUTIES

- Supervise all elections held in Burnet County and make complex decisions potentially having a very evident and measurable impact on a significant portion of the county.
- Hire, train, supervise, and evaluate department staff and numerous temporary election workers.
- Plan and direct mail ballot voting, early voting and Election Day voting.
- Ensure the voter registration list is accurate and complete.
- Serve as the custodian of election records and filing agent for Candidate and Office Holder Title 15 reports.
- Negotiate and execute election contracts with the local political subdivisions and political parties of the county; monitor such contracts and elections.
- Prepare, submit and monitor the department budget. Manage the Chapter 19 voter registration budget with the State of Texas and Contract Fund (reserve funds).
- Communicate frequently via telephone, e-mail and in person with the general public, county personnel, candidates, elected officials, state officials, representatives from political subdivisions and the media.
- Program the election ballots and supervise the printing and testing of ballots.
- Prepare voting system equipment and electronic poll books for voting and ensure the maintenance and upgrades of equipment. Troubleshoot equipment during an election. Plan and prepare for technological changes/ advances.
- Design and conduct poll worker training for each election.
- Conduct voter outreach to encourage registration and voting.
- Evaluate legislation impacting the election process and apply updates/ communicate with the Commissioner's Court as needed.

MINIMUM REQUIREMENTS

- High school diploma or GED required. Bachelor's degree in Management, Government, Public Administration or job-related field preferred.
- Five years experience in clerical, administrative or managerial work required. Substitutions include business school, college attendance, or special training.

- Valid Texas driver's license and valid Texas automobile insurance.
- Qualified Texas voter.
- Regular attendance is essential; must arrive at work on time, prepared to perform the required duties and work the required schedule.
- May not be a candidate for public office, hold a public office or hold a position in a political party.

OTHER EXPERIENCE AND SKILLS

- Requires ability to interpret and apply the Texas Election Code and applicable federal and state laws.
- Requires ability to perform a wide range of election administrative duties including but not limited to: working with voter registration, scheduling staff and temporary personnel, and preparing election supplies and equipment.
- Requires excellent skills in customer service including: conflict resolution, listening, leadership, and interpersonal, oral and written communication.
- Requires ability to work effectively with citizens, public officials, department, and county personnel and all others in a pleasant, professional manner.
- Requires knowledge of basic arithmetic including adding, subtracting, multiplication, division and fractions. Must be able to choose the right mathematical method or formula to solve a problem.
- Requires ability to use Microsoft Word and Outlook. Excel ability a plus.
- Requires ability to operate office machines such as telephones, computers, copiers, and scanners.
- Requires ability to maintain accurate and detailed records.
- These are not required but are a plus: elections/ voter registration experience, computer inputting experience, and Spanish speaking ability.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position has frequent contact with the public. It is an exempt position with variable working hours. Stressful situations are common due to the deadlines and activities associated with the election process.

The noise level in the office is usually quiet, but varies. The position requires business attire be worn to work daily. Some exceptions may apply. There is occasional travel to locations in the county and state in all types of weather conditions.

While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach. Specific vision required by this job includes both up close and distance vision. The employee is required to be able to stand or sit for long periods of time. The employee must be able to lift up to 15 pounds regularly.

Additionally, voting equipment preparation and handling require lifting 30 lbs. to a height of 4' frequently during election season. Equipment handling includes handling batteries.

Criminal background checks are performed for all new hires.