

HIDALGO COUNTY ELECTIONS DEPARTMENT

Job Title: Director of Operations	FLSA Status: Exempt
Dept No: 170-001	Civil Service Status: Non-Exempt

SUMMARY:

Performs a variety of clerical functions which follow established procedures and which may require some judgment and specialized subject knowledge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises Elections Office Operations and Personnel.
- Interviews applicants for employment, evaluating, training and supervising employees.
- Maintains personnel records, to risk management when accidents or illnesses occur.
- Travels to and attends training courses, seminars and other meetings when required.
- Must comply with all State and Federal requirements.
- Researches, compiles and analyzes data, statistics and reports, monitoring expenses and reimbursements from political and governmental agencies
- Pursues grants and/or other financial incentives from State and Federal Agencies (working knowledge of grants is a plus)
- Coordinates workload with staff in order to insure that all deadlines and required computer generated reports are accurate and completed timely.
- Evaluates specifications for computer equipment and supplies purchased throughout the year.
- Responsible for keeping tract of supplies and ordering supplies when needed.
- Maintains budget reports and payroll reports.
- Assists with the effective rate calculations, publication and filing of county and state required reports.
- Keeps tract of remote user access fees for elections & voter registration software.
- Reviews and answers correspondence composes letters and office forms.
- Performs and maintains other duties as required, including organizing, planning, sorting and distributing incoming mail, faxing, filing, indexing, making copies, mailing and stuffing invoices, prepares and submits post office forms for mail outs.
- Deals with the public and helps employees solve problems with citizens in person or by telephone, conveys messages and makes telephone calls. Works closely with Secretary of State, school, city and county personnel.
- Must be able to work overtime when required.
- Must be flexible and available if assigned to perform other department duties for cross training.

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- **Must have good judgment, be courteous, cooperative, maintain a good attendance record and be properly dressed for the job.**
- **Must be able to perform consistently and effectively under extreme pressure.**
- **Must be observant of rules and safety procedures.**
- **Ensures that office is open and operational during all working hours.**
- **Working hours may vary**
- **Ability to work well with others.**
- **Regular attendance is a must.**

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- **Bachelor's degree in Business or supervising experience, preferably with government entity, OR**
- **Any equivalent combination of experience and training which provided the required knowledge, skills and abilities.**
- **Knowledge in word processing software, spreadsheets or program**
- **Bilingual is preferred.**

CERTIFICATES, LICENSES, REGISTRATIONS

- **Employee must have a current valid Texas Motor Vehicle Operator's License**

OTHER SKILLS AND ABILITIES

- **Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.**
- **Ability to fill out reports and answer correspondence.**
- **Ability to speak effectively before groups of customers and employees.**
- **Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.**
- **Ability to compute rate, ratio and percent to draw and interpret bar graphs.**
- **Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.**
- **Ability to deal with problems involving several concrete variables**
- **Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.**

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and job duties.

While performing the duties of this job, the employee is required to stand; sit, walk, reach with hand and arms, use hands to finger, handle, or feel objects, tools, or controls, and talk to hear. The employee is required to reach with hands and arms, climb or balance, stoop or kneel.

The employee must occasionally lift and/or move up to thirty (30) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud;

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- **sitting and standing for extended periods of time;**
- **operating assigned equipment;**

Maintain mental capacity which permits:

- **making sound decisions and using good judgment;**
- **demonstrating intellectual capabilities;**

Effectively handle a work environment and conditions which involve:

- **working closely with others;**
- **working in a multi-task environment;**

Maintain effective audio-visual discrimination and perception needed for:

- **making observations;**
- **reading and writing;**
- **operating assigned equipment;**
- **communicating with others;**

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations.

Additional Duties for Director of Operations:

- **Required to travel to various points around Hidalgo County to pick up and deliver or field service equipment;**
- **Assists or provides cable-pulling and termination services as required;**
- **Contact person for the Transportation with vendor of new voting system**

HIDALGO COUNTY ELECTIONS DEPARTMENT

Job Title: Voter Registration Information Technology Specialist **FLSA Status:** Non-Exempt

Dept. Code: 130

Civil Service Status: Non-Exempt

SUMMARY:

Under the direct supervision of the Elections Administrator. Directs, administers and assists with operational activities of the voter registration database, with extensive knowledge in working with the State voter registration database TEAM, VOTEC, state reports, deadlines for state mandated voter registration information, and overall maintenance of voter registration database.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- o Direct and administer operational activities involved with Voter Registration and maintaining a customer-oriented service environment;
- o Determine resources needed to meet service demands in various customer access environments;
- o Ensures service delivery systems comply with applicable Federal, State and Local laws;
- o Direct and plan, development, coordination and implementation of annual strategic work plan to achieve organizational mission statement; stated goals and objectives;
- o Evaluate and reports on performance and develops and implements quality improvements, strategically to meet demands of the public;
- o Direct and administer mandated training, prioritizes, schedules and assignments, assists with staff productive and non-productive work hours, orients and trains staff;
- o Assist general public, answer phone inquiries and refer calls accordingly;
- o Type letters, reports and other necessary documents as requested by Elections Administrator and administrative staff
- o Other duties as assigned during the election period.
- o Regular attendance
- o Get along with co-workers

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION AND EXPERIENCE:

- o High school diploma or GED
- o Associates degree in related field, or have a minimum of three years experience in voter registration procedures.
- o Must have excellent computer skills, knowledge of spreadsheets and related software applications
- o Online computer searching and internet
- o Knowledge of Texas Election Code
- o Bilingual – preferred

CERTIFICATES, LICENSES, REGISTRATIONS:

- o Must possess a current valid Texas Motor Vehicle Operator's License
- o Certification as notary public preferred.
- o May be required to be bondable.

OTHER SKILLS AND ABILITIES:

- o Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department.
- o Employee must be able to work under stressful conditions.
- o Employee must be able to multi-task
- o Problem solving and decision-making
- o Establish and maintain effective working relationships with departmental clientele, technical staff, state and local officials, elected and appointed officials, members of the media, outside agencies, other county staff and officials, and the general public
- o Manage time well and perform multiple tasks, and organize activities

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually loud.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- o sitting for extended periods of time
- o standing for extended periods of time
- o carrying ballot boxes which may weigh over 25 pounds
- o operating assigned equipment

Maintain mental capacity which permits:

- o making sound decisions and using good judgment
- o handling financial affairs effectively and honestly
- o maintaining confidentiality
- o demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- o working closely with others
- o working in a multi-task environment
- o working in a stressful environment

Maintain effective audio-visual discrimination and perception needed for:

- o making observations
- o reading and writing
- o operating assigned equipment
- o communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations.

HIDALGO COUNTY ELECTIONS DEPARTMENT

Job Title: Data Processor	FLSA Status:	Non-Exempt
Dept. Code: 130-001	Civil Service Status:	Non-Exempt

SUMMARY:

Works closely with other data processors in an effort to perform the duties of processing voter registration questions to the public and election workers. Work is performed under the immediate direction of the Election Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Interpret and read city and county map boundaries.
- Provide public assistance in responding to telephone calls, questions, and requests for information.
- Regular attendance is a must.
- Ability to work well with others.
- Perform such other duties as may be assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED).
- One (1) year experience.
- Computer and data entry skills.
- Bilingual is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- None

OTHER SKILLS AND ABILITIES

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk, sit, use hands to

finger, handle or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop or kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time.
- operating assigned equipment.

Maintain mental capacity, which permits:

- making sound decisions and using good judgment.
- demonstrating intellectual capabilities.

Effectively handle a work environment and conditions, which involve:

- working closely with others.
- working in a multi-task environment.

Maintain effective audio-visual discrimination and perception needed for:

- making observations.
- reading and writing.
- operating assigned equipment.
- communicating with others.

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.

ADDITIONAL DUTIES AND RESPONSIBILITY

Approved by CC 3/25/03

- Work closely with Voter registrar to maintain accurate and update voter registration files.
- Assist the Voter Registrar Assistant with projects assigned by Elections Administrator.
- Regular attendance is a must.
- Manual filing of voter registration applications.