

**GILLESPIE COUNTY**  
**Job Posting Announcement**

Posting Date: 8.23.2022

Closing Date: Until filled



**Department:** Elections

**Position/Class Title:** Elections Administrator

**Pay Grade:** 24

**Rate:** starting salary \$54,516.80 annually; effective 10/1/2022, rate increases to \$58,676.80 annually (subject to Commissioners' Court FY23 budget approval)

**Employment Status:** Exempt

**Direct Reports:** 2 Full-time; 1 Part-time

**GENERAL DESCRIPTION:**

Under the direction of the Texas Election Code and in coordination with Commissioners Court and the Elections Commission, the purpose of the position is to serve as the Chief Election Official and County Voter Registrar for Gillespie County. This position is responsible for the conduct of all Federal, State and Local Elections. Other responsibilities include ensuring all elections are conducted in compliance with state and federal laws and outcomes of elections are accurate; conducting audits of voter registration records; monitoring voter registration activities in compliance with state and federal laws; supervising Elections Department personnel. The Elections Administrator is responsible for ensuring voting processes maintain a high level of professional election standards in order to earn and preserve public confidence in the electoral process.

**ESSENTIAL JOB DUTIES:**

THOSE DUTIES SET FORTH IN TEXAS ELECTIONS CODE 31.043, 31.044 AND 31.045 TO INCLUDE BUT NOT LIMITED TO:

1. Perform the duties of the County Election Officer, organizing and conducting elections for the county and surrounding districts as contracted with
2. Conduct early voting for elections authorized by federal, state and local political entities
3. Plan and direct mail ballot voting, early voting and Election Day voting
4. Perform the duties of Voter Registrar, maintaining the Voter Roll, providing voter registration list for the county and other districts contracted with and responds to public information requests
5. Issue voter registration cards after determining eligibility
6. Custodian of all election records and voter registration documentation; regulates public inspection of the records
7. Keep and maintain up-to-date maps in accordance with Redistricting and Local Option Elections
8. Coordinates polling locations across the county
9. Ensure the voter registration list is accurate and complete
10. Purge cancelled Voters
11. Maintain a voting History
12. Certify Provisional Ballots
13. Maintain confidentiality of records and assures that only those with a legal right may access confidential records

14. Assign duties and plans work of election personnel; establishes standards and/or priorities; ensures established standards are met
15. Assist political party chairs in matters related to elections
16. Advise candidates on campaign finance filing deadlines; ensures candidates receive correct reports and documents
17. Serve as Filing Agent for all campaign finance and financial disclosure reports
18. Liaison for the Elections Department to elected officials, political representatives, candidates, judges, contracting entities, vendors, general public, media, and/or other county, state and federal representatives to resolve problems, answer questions and provide assistance
19. Recruit, train and supervise election workers
20. Arrange for transportation of all election equipment, election supplies and voter registration material for Election Day voting
21. Develop a working knowledge of all applicable election software that is used by the elections department
22. Responsible for testing of all tabulation equipment; and ensure all data and software for elections are verified
23. Provide inventory, maintenance and supervision of all election equipment
24. Provide safe and secure storage system for election equipment
25. Prepare official canvass returns and provide clerical assistance needed by the Commissioner's Court in canvassing election returns
26. Responsible for election reporting, to include election night reporting and precinct by precinct reporting to the Secretary of State's Office, election results reporting to the county website
27. Effectively manage public relations for the EA office by providing election information to the public via press, and assist county website administrator in maintaining updated information regarding important dates for elections
28. Prepare, present and manage the annual departmental budget
29. Responsible for and Manage the Chapter 19 and HAVA election contract fund budgets with the State of Texas and Contract Fund with County Auditor assistance
30. Establish and maintain strong, effective working relationship with diverse groups of people to include County Election Commission, County Commissioners Court, state officials, political parties, election workers, and most importantly the general public
31. Researches and interprets Texas Election Code maintaining statutory compliance; remains current on new legislation regarding elections and voter registration
32. Assists in preparation of election services contracts with political subdivisions with County Attorney and County Judge
33. Attend annual Texas Secretary of State Election Law Seminar and any other necessary presentations
34. Perform other duties of an Elections Administrator as set forth in the Texas Elections Code

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Prior experience or knowledge of election function duties and voter registration preferred, management, supervisory and budgetary experience preferred, knowledge in Microsoft, Excel and Adobe applications. Must have the ability to adapt to technology to the elections process, edit and create forms and possess excellent written and verbal communication skills. May not be a candidate for a public office or an office of a political party, hold public office, or hold an office or a position in a political party. Must be able to perform responsibilities in a non-partisan manner and approach. Must meet and abide by all requirements

set forth in the Texas Election Code. Must be able to exercise sound judgment and discretion in handling confidential records. Must be able to exercise tact and courtesy in frequent contact with various county personnel, public officials and the general public. Must possess the ability to plan and implement project management under deadlines and in detail to successful completion and meeting of goals. Must be able to handle public scrutiny in stressful situations and have positive leadership skills and ability to promote teamwork and be required to have a strong work ethic and strong commitment to honesty, integrity, professionalism and transparency. Regular attendance is essential. Required to have ability to perform a wide range of election administrator duties including but not limited to working with voter registration, scheduling staff and temporary personnel, preparing for election, ordering supplies and ballots. Required to have excellent skills in customer service including conflict resolution. Required to have the ability to operate office machines such as telephone, computers, copiers and scanners. Must have effective supervisory skills to manage employees.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Certifications, licenses, professional designations, or other qualifications **required** for this position include:

- Must be a qualified voter of the State of Texas
- Must have a valid Texas driver's license and be bondable

Certifications, licenses, professional designations, or other qualifications **preferred** for this position include:

- Prior experience or knowledge of election function duties and voter registration preferred
- Election/Voter registration experience, computer inputting experience, and Spanish speaking ability are preferred

**ENVIRONMENTAL WORKING CONDITIONS AND SCHEDULES:**

During election cycles extended, irregular and weekend hours required for various aspects of this position including voting days, election schools, and travel to conferences. Must work under extreme stress during election cycles, including successive weeks of more than usual working hours in election cycle. Occasional lifting of election machines over 50 pounds and elections boxes over 40 pounds

**Application Information:**

**An Application must be completed for each position. No résumés accepted in lieu of an application form.** Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please return completed application to:

Jennifer Doss: [jdoss@gillespiecounty.org](mailto:jdoss@gillespiecounty.org)

or mail to:

Gillespie County  
101 W. Main St., Mail unit #11  
Fredericksburg, TX 78624

*Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.*