

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE  
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB  
RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUED</u>
<b>ELECTIONS DIRECTOR/ WEBER COUNTY CLERK/AUDITOR'S OFFICE - FLSA EXEMPT</b>	SALARY DOQ	4-10-2015

JOB SUMMARY Under the general supervision of the Clerk/Auditor, manages the voter registration and services, electronic voting system, candidate services, and elections process in Weber County.

Perpetuates the mission of the Weber County Elections Division:

We will strive to ensure: Accessibility to Voting, Information and election Services; Efficiency within the Voting Process - Both Cost and Function; Accuracy to Counting Your vote and Providing Information Resources.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Assigns, supervises, and monitors the work of the elections staff; ensures staff are properly trained. Interviews and hires elections personnel. Conducts annual performance evaluations in compliance with County policies, procedures, and practices. Coordinates Election Day activities and work flow with election staff and poll workers. Oversees recruitment of poll workers and ensures poll workers are properly trained on voting procedures and on operating voting equipment. Prepares and submits the Elections Department's budget; monitors and approves expenditures. Prepares and submits grants for state and federal funds. Manages Weber County Primary, General and other elections; coordinates municipal elections process with Weber County cities and Special Districts, and provides assistance in carrying out elections responsibilities. Ensures compliance with all state and federal elections laws. Interprets, clarifies, and explains County policies and procedures and related state and federal laws and regulations. Writes, updates, and implements policies and procedures for the Weber County elections process. Ensures office policies and procedures, relating to voter registration and election process, are in compliance with federal and state code. Responsible for reviewing and approving ballot text and format. Reviews population growth and makes recommendations for precinct boundary lines and polling locations. Arranges for polling locations and voting areas with each site; physically inspects each location to ensure adequacy for equipment set-up and for voter accessibility. Prepares correspondence to poll workers, candidates, State Elections office, political parties, polling locations, voters, etc. Develop poll worker training curriculum. Provides election education training materials; coordinates and conducts training for Registration Agency and Elections Judges in compliance with Utah code. Oversees and maintains electronic voting system in Weber County; evaluates systems on a regular basis to identify problems and makes recommendations for improvements. Develops and updates procedures for storing, testing, and transporting voting equipment. Maintains inventor of voting equipment; ensures proper storage (humidity, temperature, etc.). Ensures pre- and post-election testing of voting machines to ensure machines function properly. Coordinates programming needs with the Information Technology and GIS department(s). Monitors the elections supplies inventory. Compiles data and prepares reports identifying elections supplies needed for each voting district. Responsible for ordering and receiving elections supplies. Works closely with designated vendors when ordering election related supplies and inventory ensuring accuracy, compliance with Utah Code, county purchasing policies, and cost-effective strategies that consider both cost and quality. Responsible for organizing and storing elections supplies and equipment (voting machines, ballots, ballot boxes, etc.). Responsible for the distribution and retrieval of voting supplies and equipment (voting machines, ballot boxes, elections ballots, etc.) to/from appropriate locations. Represents the Clerk/Auditor at various meetings on matters pertaining to elections services. Prepares and publishes public election notices. Responds to public concerns and issues regarding polling locations. Oversees the processing of voter registration forms, voter data requests, Certificate of Election, and other materials and ensures accuracy and completeness; makes additions and

resolves discrepancies. Operates computer hardware and applicable software, and/or modern office equipment (fax, multi-line telephone calculator, computer, copier, scanner, and printer). Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS Graduation from a college or university with a Bachelor's Degree in political science, public administration, business management or administration, or a related field. AND Four years of full-time employment performing related duties, two(2) of full-time employment performing related duties, two (2) years of which must have included progressively responsible administrative and supervisory duties; OR An acceptable combination of education and experience may be considered.

SPECIAL QUALIFICATIONS: Preference given for Certified Election Registration Administrator (CERA) certification. Non-certified incumbents may be required to obtain CERA certification within five (5) years of hire date. Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code. Must possess a valid Utah Drivers License.

- O V E R -

Thorough knowledge of: State and federal election laws, codes, and regulations; philosophy of elections, democratic principles, governmental structure, concepts of representative government, continuous improvement principles, customer service best practices; sequence of election events; Weber County election voting precincts; motor vehicle laws as they pertain to voter registration; voting machine storage and maintenance; general office procedures.

Working knowledge of: budget concepts, preparation, and management; supervisory principles and practices and relevant computer applications, County policies and procedures.

Skill in: typing, operating modern office equipment, necessary computer hardware and software, reading maps to identify voting districts.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah vehicle rules and regulations.

Ability to: communicate (verbally and written) in a positive, professional manner; promote and exemplify teamwork; effectively understand, interpret, and apply knowledge of state and federal election laws, codes, and regulations; act independently in varied circumstances; perform effectively in stressful situations; plan, organize, and prioritize time and workload to accomplish tasks and meet deadlines; exercise initiative, discretion, and sound judgment in making decisions; work a flexible schedule to accommodate elections; read maps; perform complex and detailed clerical duties; communicate effectively (orally and in writing); follow complex written and oral instructions; make mathematical computations; establish and maintain effective working relationships with supervisors, employees, other departments, other agencies, and the general public.

TOOLS AND EQUIPMENT USED Personal computer, including spreadsheet and word processing software; maps, election code books, printers, binding equipment, fax, telephone; 10-key calculator; typewriter; copy machine.

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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision 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 quiet.

**POSITION CLOSES: APRIL 24, 2015**

**APPLICATION AND RESUME MUST BE SUBMITTED TO:**

**Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING  
REQUIRED**