

PERQUIMANS COUNTY

Position: Elections Director /
Board of Elections Supervisor

Department: Elections

Reports to: Board of Elections

Employee:

POSITION DESCRIPTION

Performs complex administrative and technical work planning, managing and conducting federal, state, county, municipal and special elections; supervising voter registration processes; budget preparation; precinct official training; voter and public education; compliance with state and federal laws; and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of Elections. Departmental supervision is exercised over Voting Systems Technician(s), temporary and full time employees, and precinct officials to ensure that you and your staff function in total compliance with all Federal and State laws, rules, policies, State Board of Elections numbered memoranda and directives.

JOB DUTIES AND FUNCTIONS

1. Administers the functions of the office of the Board of Elections, including the voter registration processes, the voter registration records, the regulation of contributions and expenditures in political campaigns, and the conduct of elections, adhering to those duties delegated to the county boards of elections in NCGS 163-33.
2. Administers all functions of the board of elections office to comply with mandates and directives by the Executive Director of the North Carolina State Board of Elections and provides information and guidance to members of the Perquimans County Board of Elections in order to effectively comply with North Carolina election laws. Responds to state and federal law changes, implements changes to ensure county compliant with new laws, and educates the public about the impact of legislative changes.
3. Plans for various elections including primaries, second primaries, general, municipal, and special elections. Organizes and prepares for each election, including training precinct officials; preparing ballots, programming, and testing of voting machines; coordinating delivery of voting equipment, signs, and supplies to voting places; and arranging return of these items.
4. Recruits, manages, and trains staff and temporary employees, including employees for one-stop voting sites and election day precinct officials. Ensures that you and staff you supervise are non-partisan, non-political & provide exemplary customer service to everyone. Advises county Board of Elections regarding appointment and removal of employees and precinct officials.
5. Prepares and provides required and requested reports to the State Board of Elections and the Board regarding election activities, and to county administration staff regarding personnel, payroll, and finance. Keep records of all expenditures balancing with the county finance office each month.
6. Projects and recommends annual budget and budget amendments to the Board, supervising revenues and expenses of annual budget as appropriated by the county board of commissioners. Projects and plans for capital expenses, including office and voting equipment, recommending selection based upon requirements of state and federal election laws, and negotiating with vendors.
7. Organizes and supervises procedures and methods of receiving and processing applications for voter registration, including ascertaining that applicants are eligible to register in the county; ensures that voter registration records are updated to reflect

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changes of address, name changes and changes of party affiliation, including mailing out required notices for new registrations and changes to registration records. Supervises the removal from the voter registration records persons who have died, who have been convicted of a felony, and people who have moved out of the county.

8. Provides lists of voters requested by political parties, candidates, the general public and others.
9. Ensure that County Board of Elections has an outstanding, accurate and current website.
10. Maintains custody of voter registration and other records in a safe and secure manner and location.
11. Ensures testing of voting equipment for accuracy of tabulation and function prior to elections and conducts post-election certification processes. Manages contracts for the voting systems and supplies, including printing of ballots.
12. Files candidates for election, including determining amounts of and receiving filing fees. Receives and verifies petitions for unaffiliated and official write-in candidates, and for qualifying a political party for ballot access.
13. Identifies number of voting places required and recommends locations; negotiates usage as needed. Ascertains that voting places and equipment meet accessibility standards established by federal and state government and prepares recommendations for Board approval for improvements to meet these standards.
14. Plans and supervises the printing and distribution of absentee ballots, ensuring compliance with all statutes and procedures issued by the State Board of Elections. Ensures the security of blank and voted absentee ballots.
15. Receives, compiles and reports unofficial election results to the media, candidates and citizens on election night and submits required reports to the State Board of Elections.
16. Aids the county Board of Elections when there are requests for recounts and in conducting recounts; and when there are election protests.
17. Prepares audit materials and official Canvass results. Submits Canvass results to the State Board of Elections and Clerk of Superior Court offices, and maintains a copy of official results in the office archives. Furnishes certificates of election as directed by the county Board of Elections.
18. Administers campaign finance laws and regulations, receiving campaign committee disclosure reports and auditing the reports for compliance.
19. Coordinates Board meetings; prepares agenda and minutes of meetings; correspondence, resolutions, and reports for the Board; informs Board members of changes in election laws and/or procedural changes of implementation. Monitors and prepares applications for state and federal grant monies.
20. Issues notices and advertisements in accordance with North Carolina General Statutes.
21. Maintains public records in accordance with North Carolina General Statutes, managing public access, preservation and disposal.
22. Adheres to records retention schedule including preservation and disposal of records as prescribed.
23. Analyzes statistical data regarding election results, voter registration statistics, legislation and regulations
24. Prepares maps of precincts and submits to State Board of Elections, North Carolina General Assembly, and other governmental agencies upon request or as required.
25. Ensures compliance with all State and County issued cyber security directives and implements practices to guard against security attacks, including cyber security and physical security.
26. Prepares and administers emergency management plan due to inclement weather, natural disaster, or other disruption in voting or election processes.

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27. Assists the Board in receiving and investigating complaints and challenges of elections and voting.
28. Maintains expertise and knowledge of the State Election Information Management System (SEIMS) and ensures that the office staff has a working knowledge of SEIMS. Purchases and maintains computer system hardware for voter registration and voting equipment programming, in consultation with the staff of the State Board of Elections, SEIMS, and the county Department of Information Technology. Attends SEIMS training and ensures that staff is also trained and proficient in SEIMS applications, policies and procedures.
29. Complies with the educational requirements of the State Board of Elections and county government, as well as participates in other educational opportunities to advance the director's knowledge of developments, compliance, and trends in election administration. Coordinates Board members' attendance of state and district seminars and meetings, including those held by the University of North Carolina's School of Government; receives training required and conducted by the State Board of Elections. Achieves and maintains certification issued by the State Board of Elections. Receives and maintains working knowledge of voting equipment and software programming of ballots.
30. Maintains an effective working relationship with the Board, public, precinct officials, the media and other employees and officials of local, state and federal government agencies. Prepares and distributes sample ballots. Provides education to voters, including public speaking engagements at meetings of political parties and civic organizations; and in writing and orally to various newspapers, television and radio stations, regarding voter registration, candidate filing and election processes and results if authorized by the Board Elections.
31. Performs general office duties; answers telephone and greets visitors; receives inquiries and provides information or refers inquiries to appropriate personnel; responds in person, by telephone, and through correspondence to inquiries; provides information to the public, governmental offices, elected officials, media, candidates, political party representatives, etc., as requested.
32. Work is performed in accordance with federal, state, county, and municipal election laws, policies, and procedures.
33. Must apply independent judgment and interpret routine policies and regulations. Also exercise tact and courtesy in frequent contact with general public.

ADDITIONAL JOB DUTIES

1. Attend State seminars and Institute of Government training sessions.
2. Performs related duties as required.
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JOB KNOWLEDGE, SKILLS, AND ABILITIES

1. Thorough knowledge of electoral procedures and policies as set forth in North Carolina General Statutes and regulations of the State Board of Elections.
2. Considerable knowledge of modern office practices including the use of computers and associated software and peripherals used in performance of responsibilities including the State SEIMS database.
3. Working knowledge of the operation of the voting machine equipment used by the County.
4. Working knowledge of GIS for maintaining and inputting location of voter's residence files.

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5. Working knowledge of the operations and functions of County government and its administrative procedures including financial, budgeting, personnel and purchasing procedures.
6. Ability to use sound judgment and initiative and to maintain a calm demeanor in difficult circumstances while resolving problems.
7. Ability to use tact, courtesy, and firmness when necessary, in dealing with the public.
8. Ability to manage operations and to organize multiple tasks and detailed processes and to coordinate multiple tasks within set time frames.
9. Ability to produce a variety of reports, both required and requested, on elections files, processes and results.
10. Ability to hire, train and supervise staff; recruits election workers and volunteers.
11. Ability to communicate effectively in both oral and written forms.
12. Ability to develop and maintain effective working relationships with County Board of Elections members, management, candidates, precinct officials, news media, County officials, State Board of Elections, employees, voters and the general public.

QUALIFICATIONS

Physical Requirements

1. Must be able to perform the basic life operational skills of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.
2. Must be able to perform medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or 10 pounds of force constantly to move objects.
3. Must possess the visual acuity to prepare and analyze data and figures, perform accounting work, operate a computer terminal, and to read extensively.

Desirable Education and Experience

1. Graduation from high school; and considerable administrative experience, preferably involving extensive public contact; Associate's degree in business or related field preferred; or an equivalent combination of education and experience.

Special Requirements

1. Elections Administrator certification from the State Board of Elections within three years of employment.
2. Notary Public certification or the ability to obtain certification in the time specified by the Board of Elections.
3. Possession of a valid North Carolina driver's license.