

ELECTIONS SUPERVISOR

GENERAL STATEMENT OF DUTIES: Performs responsible election related tasks and provides supervision in the Election's Division/General Divisions of the Genesee County Clerk's Office; duties include maintenance of the computerized elections system, analyzing statistical data, interpreting statutes, and maintaining necessary records; works under the general supervision of the County Clerk and/or the Chief Deputy County Clerk; performs related duties as required.

STATEMENT OF TASKS:

Supervises assigned clerical staff in the Elections/General Division of the County Clerk's Office;
Maintains and provides support for the hardware and software of the computerized elections system;
Maintains records concerning campaign reports and statements of disclosure;
Interprets the Election Code and other laws, statutes, rules and regulations;
Prepares a variety of reports as required for use within the clerk's office, for the state, and for dissemination to various officials and the general public;
Prepares operation budgets as required;
Prepares an accounting of services rendered and costs incurred for municipal, school board and special state elections, and bills accordingly;
Insures that ballots are printed correctly and in a timely fashion;
Meets with Boards and commissions as required;
Trains city and township clerks and election workers to operate the county-wide voting system.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and good understanding of database formats;
Knowledge and good understanding of Local Area network (LAN);
Knowledge of state and local governmental structures;
Knowledge and understanding of and the ability to utilize personal computers;
Knowledge of general accounting principles;
Ability to analyze data, prepare reports and make recommendations;
Ability to plan and administer efficient office policies and procedures;
Ability to communicate effectively both orally and in writing;
Ability to develop and maintain good working relationships with County departments, other governmental agencies, attorneys, Judges, media and the general public;
Ability to interpret statutes, laws, rules and regulations;
Ability to move equipment and supplies including election tabulation equipment and printer and personal computers.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Public Administration, or Political Science;

And

One (1) year of supervisory experience

Or

Associates Degree in business, Public Administration, or Political Science, and three (3) years experience in supervising clerical or administrative staff.

Established: August 17, 1977

Revised: December 17, 1998

Revised: June 14, 2006


Human Resources Director