

WICHITA COUNTY

Job Announcement



Job Posting Number: 2022-054

POSITION: Election Manager

LOCATION: County Clerk's Office
Wichita County Courthouse

SUPERVISOR: County Clerk, Chief Deputy

HOURS: 8:00 a.m. – 5:00 p.m., Monday – Friday (Occasional overtime may be required.)

SALARY: Up to \$45,000 Annually (Depending Upon Qualifications)

POSTING DATE: April 19, 2022

CLOSING DATE: May 03, 2022 or Until Filled

► **GENERAL DESCRIPTION:** Performs a variety of complex clerical work requiring the use of skill obtained through experience: is a deputized employee of the County Clerk, who performs acts, which under the seal of the County Court, becomes the official act of the County Clerk. Under general direction, the Election Manager for Wichita County manages all election matters for Wichita County. This position is responsible for managing the execution of Federal, State and local elections according to election laws and state code and County voter registration. The Elections Manager performs professional administrative work in directing the County's elections and maintains the accountability as the Registrar of Voters for Wichita County. The work involves treating a variety of problems, questions, or situations in conformance voter registration.

► **ESSENTIAL DUTIES:**

- Oversees, directs, and administers elections held and the processing and maintenance of elections by Wichita County.
- Manages voter registration procedures for all voters within all election precincts.
- Directs and implements all policies and procedures associated with the management of poll workers, programs, and trainings.
- Tabulates election results using Hart Varsity System and high-speed scanners, and releases results to the public and media.
- Participates in the coding and programming of each election using Hart software and oversee and help prepare electronic media for the elections.

- Collaborates with federal, state, and local election officials and political parties to conduct primary elections.
- Coordinates the preparation and conduct of public tests of election equipment.

► **MINIMUM QUALIFICATIONS:**

- Bachelor’s degree in Business, Government, Public Administration, or related field OR an equivalent combination of education and experience
- Five (5) years of management experience including policy development, financial and budgetary planning, and personnel management
- Three (3) years of elections experience including extensive knowledge of Texas elections laws/regulations and voting management system and software

► **PREFERRED QUALIFICATIONS:**

- Certified Elections/Registration Administrator Certification (CERA) within five (5) years of employment.
- Registered Election Official (REO) Certification within three (3) years of employment.
- Five (5) years of progressive experience working with Texas election laws and regulations.
- Demonstrated experience using Election Management Software.
- Provides insight to political subdivisions and parties on how to conduct their elections including negotiating and executing election contracts with political subdivisions.
- Interprets and applies the provisions of the Texas Election Code to the County’s voting process.
- Manages and leads division supervisors, leadership teams and staff in short and long-term goal-setting and strategic planning in the areas of voter registration, warehouse, and facility management, voting systems, financial and operations services, and community services.
- Help to prepares, manages, and oversees the department’s annual budgets and collaborates with department management on budget needs, including county, state, and grant funds.
- Prepares and gives presentations to Commissioners Court and other groups or individuals regarding voting system acquisitions, contract review, and other various complex topics related to the Elections department.
- Performs inventory control and asset management by creating complex inventory logs and reports in order to maintain and identify department resources.
- Serves on various elections committees and provides oversight for all media requests and interviews.
- Attends all meetings and trainings, as required.
- Performs special duties as assigned.

► **CONDITIONS OF EMPLOYMENT:**

- Must be able to pass a criminal background check
- Must be able to pass a pre-employment, post job offer physical exam and drug screen paid for by Wichita County.
- Must be able to work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) when required.

- May be deemed as essential personnel in the event of an emergency.
- Must be able to work under pressure at times and be able to meet deadlines in limited time periods.
- Deals extensively with the general public, courthouse employees.
- Must have a good attitude and be personable.
- Must have a valid driver's license.
- Must be able to sit, stand, walk, climb, bend, and operate equipment.
- Performs repetitive tasks daily.
- Must be able to occasionally lift and move loads weighing up to thirty (30) pounds.
- The County Clerk's Office is a non-smoking environment.
- Registered voter in Wichita County, preferred but not required.

► **APPLY TO:**

**Wichita County
Human Resources Office
900 7th Street, Room 130
Wichita Falls, Texas 76301
940.766.8108**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADAAA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADAAA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call 940.766.8108. HR/ADA Compliance Office, Room 133, Wichita County Courthouse, 900 7th Street, Wichita Falls, Texas 76301.