

## **MEDINA COUNTY JOB ANNOUNCEMENT**

Medina County is accepting applications for the following position:

**JOB TITLE:** Elections Administrator

**JOB DUTIES:** Organizes and conducts elections for the county; performs voter registration duties; supervises Elections department; manages department budget; maintains elections equipment and records; performs other duties as set out in the Texas Election Code.

Monitors and manages the security of election records, voting equipment and other items used in the election process according to the schedule of the Texas State Library and Archives Commission.

Supervises elections staff members and various temporary elections staff

**REPORTS TO:** Medina County Election Commission

**REQUIREMENTS:** See Job Description

**PAY:** \$67,901.50 (plus Medical, Dental, and Vision after 60-day period)

**CLOSING DATE:** Open until filled

Applications are available Monday through Friday, 8 a.m. to 5 p.m., at the Medina County Human Resources office, 1300 Ave M, Room 130 Hondo, TX 78861 or the application may be downloaded [HERE](#). Completed applications may be returned to the Human Resources office or emailed to [hr@MedinaTX.gov](mailto:hr@MedinaTX.gov).

Medina County is an Equal Opportunity Employer.



## JOB DESCRIPTION

### ADMINISTRATOR – ELECTIONS

Department	Elections	FLSA Status	Exempt
Reports To	Medina County Election Commission	EEO Classification	First/Mid-Level Officials and Managers
Date Signed		Date Approved	12/28/2017
Employee Signature		Supervisor Signature	

#### Position Summary

Plans, organizes, coordinates and manages Federal, State and County elections as well as all facets of the voter registration process in accordance with the Texas Election Code and other applicable federal, State and local laws and regulations. Conducts elections for other governmental entities that may contract with the County for election services. Serves as the County Voter Registrar and County Election Officer for Medina County. Appointed by the Medina County Election Commission in accordance with the Texas Election Code 31.032. Must be able to comply with eligibility requirements with Texas Election Code 31.034. Serves as the custodian of election records and as filing agent for Candidate and Office holder Title 15 reports.

#### Working Conditions

General office. May frequently be required to walk; sit; type, lift up to 50 lbs., reach over your head, bend, and pick up equipment. Must possess good communication skills, to include speaking, hearing and vision. Travel is required for this position. Reliable personal transportation is a necessity. The ability to operate a motor vehicle and the willingness/ability to travel for any/all work related activities during elections cycles, for meetings, trainings, conferences, and other required duties. Use of personal computing equipment, telephone, multi-functioning printer and calculator. Must maintain flexibility in time management and may be required to work long irregular and weekend hours. Required to work during election season.

### ESSENTIAL FUNCTIONS

#### Job Function

Plans, organizes, coordinates, performs and manages all facets of Federal, State, County and contracted local political subdivision elections in accordance with all laws, regulations and Secretary of State policies related to the election process, including serving as the Early Voting Clerk for all applicable elections and performing all duties related to that distinction.

Management and maintenance of the voter registration records for Medina County, changes in status and other database interface activities while ensuring accuracy, completeness and compliance; issuance of voter registration certificates; maintenance of street indexes to ensure voters are properly assigned to applicable precincts and jurisdictions and all facets of the voter registration process in accordance with the Texas Election Code and other applicable laws and regulations.

Communicate with and report to the Medina County Election Commission and Medina County Elections board as needed or requested. Provide information and updates to the Commissioners Court needed or requested. Serves as County liaison to Local, State and Federal agency employees; Local, State and Federal Elected Officials; local political party chairs; local political subdivisions and jurisdictions and community leaders & the news media in all matters relating to elections, election procedures and voter registration as well as certification of election results.

Monitors and manages the security of election records, voting equipment and other items used in the election process according to the schedule of the Texas State Library and Archives Commission.

Prepares and manages the annual budget for the Elections Administration Department in addition to state allocated funds.

Develops, implements and monitors election laws, procedures and policies in compliance with state and federal laws and regulations.

Supervises, recruits and manages hourly department staff and temporary election workers and makes recommendations to the Commissioners' Court, establishes performance standards, notify appointees and conducts state mandated Election training.

Handle all media and public information requests. Perform other duties, special projects and tasks assigned.



## JOB DESCRIPTION

### QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none"><li>• High School Diploma or equivalent</li><li>• Some college preferred</li></ul>	<ul style="list-style-type: none"><li>• 5 or more years' experience in Federal, State or County Government</li><li>• Elections office administration (preferred)</li></ul>	<ul style="list-style-type: none"><li>• Valid Texas Driver License</li><li>• Must be a registered voter of the State of Texas</li><li>• May not be a candidate for public office, hold a public office or hold a position in a political party</li></ul>	<ul style="list-style-type: none"><li>• Criminal Background Check</li><li>• Drug Test</li><li>• MVR</li></ul>	<ul style="list-style-type: none"><li>• Ability to post a bond set by the Commissioners' Court, not to exceed \$20,000</li><li>• Bilingual in Spanish</li><li>• Word</li><li>• Excel</li><li>• PowerPoint</li><li>• Database Administration</li></ul>
<b>Special Notes</b>				
<ol style="list-style-type: none"><li>1. Very important to this position are active listening, reading comprehension, speaking, service orientation, writing coordination, time management, social perceptiveness, monitoring, judgment and decision making, presentation and active learning.</li><li>2. Important to this position are written comprehension, oral comprehension, oral expression, speech recognition and written expression.</li><li>3. Requires general knowledge of state and county electoral laws, regulations, policies and procedures.</li><li>4. Must sign a yearly contract renewal upon performance evaluation.</li><li>5. Must have supervisory experience as well as hiring and training a staff of 3 or more.</li><li>6. Must have excellent communications skills in English and Spanish</li><li>7. Willing to promote voting throughout the County and remain impartial.</li><li>8. Must maintain a friendly and professional atmosphere in and out of the workplace.</li><li>9. Able to remain calm and function under stressful conditions.</li><li>10. Ensure that all training requirements specified by Secretary of State are adhered to by the Elections Administrator and employees as well as Deputy Voter Registrars.</li><li>11. Must have experience with submitting and maintaining a budget.</li><li>12. Must be meticulous in submitting time sensitive materials to Secretary of State, County officials and the public.</li><li>13. Must complete the Public Information Act training module within 90 days of employment. (Required)</li><li>14. <u>Must be familiar with Election code and its statutes.</u></li></ol>				