



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Elections Manager	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/>
	(Please check one)	
REPORTS TO: County Clerk	FLSA: Exempt	DATE: 11/2024
DEPARTMENT: County Clerk	JOB CODE: 101	

SUMMARY:

Senior level management of election administration and activities, including staff supervision.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Provides supervision of office personnel; assigns work, trains, and reviews work; organizes schedules and election calendars; administers all aspects of election activities including Election Day voting, no excuse absentee voting, voter registration, and daily election processes.

Prepares the layouts for the ballots and public notices; proofs the ballot to ensure complete accuracy; programs and tests ballot counting equipment; oversees printing and final proofing of the ballot.

Reviews election policies and procedures and makes recommendations on improvements or changes, including changes due to new legislation or regulations.

Assists media and public with general election questions and information.

Develops and maintains office procedures concerning all aspects of voter registration and election administration; sorts and prints all computer-generated election related materials; inventories and purchases office supplies.

KNOWLEDGE AND SKILL:

1. Comprehensive knowledge of state and federal election statutes.
2. Good knowledge of Boone County election policies and procedures.
3. Skill in planning organizing, and scheduling work, and in reviewing completed work from staff.
4. Skill in communicating orally and in writing, and in proofreading technical materials.
5. Skill in establishing and maintaining cooperative working relationships with other departments, election candidates, and the public.

6. Skill in use of computer applications, software, and hardware.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, law enforcement agencies, attorneys, and members of other entities.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public administration or related field; elections experience in the State of Missouri; and five years or more of managerial experience; or an equivalent combination of education and experience. Must possess and maintain a valid Missouri driver's license.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.