



BANKS COUNTY BOARD OF COMMISSIONERS

Job Title: Director of Elections and Registration	Job Code: 1105
Reports to: Board of Elections – Registrars	FLSA Status: Non-Exempt
Department: Registrars	

JOB SUMMARY

This position is responsible for preparing and managing county elections.

MAJOR DUTIES

1. Performs specialized and responsible work in preparation for, administering and supervising the conduct of elections, primaries, and voter registration for the county.
2. Process all voter registration applications into the state voter registration system. Process all incoming mail. Verifies data entry to daily audit reports. Mails out all correspondences.
3. Must complete all state training and be certified in elections and voter registration
4. Must attend all state meetings and conferences to maintain certification.
5. Prepares, holds, or works in conjunction with partisan parties to qualify candidates. Maintains candidate information in the state information system.
6. Ethics filing officer for all local candidates. Must accept forms from candidates and elected officials, and submit to the state ethics office.
7. Must prepare ballots. Send qualified candidate information to the Center for Elections. Proof read and order an adequate supply for all elections from vendor.
8. Must send all notices to the legal organ of the county to be in compliance with state laws and state election board rules.
9. Must program and test all voting equipment. Must store, secure, and upkeep all equipment.
10. Must process absentee ballot applications and mail absentee ballots to voters. Order all supplies needed for mailing ballots.
11. Sets up all election equipment, and signage for Advanced and Election Day voting.
12. Must program and test the Election Management System, to accurately tally all votes.
13. Must send election results to the Secretary of State on election night, to meet the laws and state election board rules.
14. Assists the Board of Election and Registration in Certification of the election.
15. Maintains, stores, and distributes all election records in order to meet all retention schedules.
16. Maintains the county web page.
17. Other duties as assigned in related field or day to day responsibilities.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of Georgia Election Code and the rules of the State Election Board.
2. Knowledge of the principles and practices of records management.
3. Knowledge of the installation and operation of election equipment, if applicable.
4. Knowledge of standard management and supervisory practices.



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5. Knowledge of computers and job-related software programs.
6. Knowledge in all facets of Voter Registration System.
7. Knowledge and skilled in the operation of voting equipment, Ballot Marking Devices, Scanners, Poll Pads, and Election Management Server.
8. Skill in interpreting complex information and in conveying it to others in the accurate, complete, and understandable manner.
9. Skill in public and interpersonal relations.
10. Skill in oral and written communication.

SUPERVISORY CONTROLS

- The Director of Elections and Voter Registration assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

- Guidelines include the Georgia Elections Code, Rules of the State Election Board, Rules of the Secretary of State Elections Division, county ordinances, and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative duties. Frequent changes in laws and regulations contribute to the complexity of the position.
- The purpose of this position is to direct election activities. Success in this position contributes to fair and impartial elections.

CONTACTS

- Contacts are typically with co-workers, board members, voters, candidates, elected and appointed officials, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position has direct supervision over poll managers, poll workers, the technical team, and seasonal part-time staff. Must be able to work independently.



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SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.
- CPR Certified, preferred.

ADA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Banks County's Substance Abuse Policy, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized raining in the field of work, in addition to basic skills typically associated with a high school education. College or technical training preferred.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.

Banks County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.