

# **LIVINGSTON COUNTY JOB DESCRIPTION**

## **ELECTIONS MANAGER/DEPUTY CLERK**

<b><u>Supervised By:</u></b>	County Clerk
<b><u>Supervises:</u></b>	All employees and temporary workers of the Elections Division, either directly or indirectly
<b><u>Department:</u></b>	County Clerk
<b><u>FLSA Status:</u></b>	Non-Exempt

### **Position Summary:**

Under the direction of the County Clerk, this position is responsible for the overall management and operation of the County Clerk's Elections Division. Provides guidance and recommendations to state and local election administrators, elected officials, candidates, entities pursuing ballot access, the media, and the public regarding elections. Manages poll worker training for all local jurisdictions in Livingston County, assesses fees for election services rendered, maintains campaign financial statement records, and assists with selecting voting systems and other division specific software programs. Performs other administrative duties in support of the Clerk's office.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs division operations including personnel, budgeting, planning, and general administration. Develops and implements division policies, procedures, and regulations.
2. Provides technical assistance and emergency advice to local election administrators concerning the use and operation of voting systems, election procedures, filing deadlines, and election results. Ensures compliance with laws and regulations according to the type of election, voting system, and the political unit involved.
3. Provides technical guidance to government officials, candidates, and the public for all county, state and federal primary, general, and special elections ensuring compliance with federal and state laws.
4. Develops and manages processes to ensure legal sufficiency of petitions and affidavit documents from elected officials, candidates, and the public to initiate the process of filing for office and ballot proposals. Ensures petitions and affidavits are filed in

accordance with state law. Manages oversight of petition signature verification and ensures compliance with state law.

5. Manages responsibilities for the Livingston County Election Commission, including the scheduling of meetings, public notices, minutes, and maintenance of permanent records.
6. Manages the programming and preparation of ballots for all elections. This includes layout, coding, proofing, mailing of ballot proofs, as well as overseeing the data entry of ballot information to ensure compliance with Michigan ballot standards.
7. Provides technical support and guidance to local clerks during early voting and on election day to ensure compliance with election law, resolving voting system issues, and facilitating smooth election operations.
8. Manages the countywide coordination of early voting plans for the 18 local clerks, oversees submission to state officials, coordinates local early voting grants between the State of Michigan and local clerks including the receipt and disbursement of voting systems and grant funding for early voting.
9. Coordinates and oversees the consolidated school election agreements for all school districts in the county and submits signed plans to the Secretary of State and others as appropriate.
10. Develops training materials and conducts training classes for poll workers to ensure properly trained workers throughout the county in early voting sites, absent voter counting boards, and polling locations.
11. Supervises the administration of the Campaign Finance Act for all local and county level candidates. Oversees the review of all campaign finance statements, and calculates and levies fines when required. Works with the County Treasurer and County legal counsel to collect campaign finance fines owed to the County.
12. Manages the return of election results from local clerks including creating election night reports used by candidates, media, and the public. Coordinates with GIS to provide election results in a usable mapping format.
13. Coordinates the certification of election results by the Livingston County Board of Canvassers and sends official election results to the Secretary of State and others as appropriate. Oversees the scheduling of meetings, public notices, minutes, payroll, and assists canvassers as needed during the canvass. Assists with all mandated responsibilities of the Canvassers.
14. Manages and oversees post-election audits. To maintain compliance with the Michigan Constitution, the Director of Elections must not be an elected precinct delegate and must not serve on the executive committee of a local political party.

15. Serves as the Passport Program Manager for the Clerk's office. Responsible for ensuring compliance with federal laws and rules applicable to the acceptance of passport applications, maintaining security and confidential documentation, agent training, preventing child trafficking, facility certification and audits.
16. Ensures proper maintenance of election records in accordance with state and federal requirements.
17. Oversees and assists with election recounts and election recalls.
18. Assists with the coordination of the County Apportionment Commission, including scheduling of meetings, public notices, minutes, and maintenance of permanent records. Provides technical guidance related to population data and existing polling locations and boundaries within the county. Ensures timely submission of adopted maps to the appropriate state agency and ensures compliance with statutory deadlines.
19. Monitors state and federal laws for changes in election legislation. Develops procedural changes to ensure legal and efficient processing of elections.
20. Develops and maintains the Elections Division website.
21. Assists with various duties of a Vital Records Deputy Clerk. Access to birth records is prohibited.
22. Conducts research and manages the freedom of information (FOIA) requests of the Elections Division.
23. Performs all other duties as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's degree in business technology, business administration, or related field and four years of progressively more responsible experience in a clerk's office operations and election administration.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certified as a Notary Public, Deputized Clerk, Accredited Election Official, and Federal Passport Manager and Agent.

- Certified Elections Registration Administrator (CERA).
- Valid Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of government operations, federal and state election law, rules, and case law.
- Thorough knowledge of applying local, state, and federal laws, rules, and regulations, developing and directing election processes and procedures, and researching, analyzing, and interpreting election law.
- Thorough knowledge of professional management techniques involved in budgeting, administers division budget and ensures authorized budgetary and purchasing procedures are properly used.
- Ability to attend training conferences required to attain and maintain certifications that will enhance the performance of essential job functions.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to work more than 24 hours consecutively during election activities.
- Ability to respond to election related emergencies or service needs on a 24-hour basis.
- Skill in effectively communicating ideas and concepts orally and in writing and making presentations in public forums.
- Skill in the use of office equipment and highly advanced technological skills, including Microsoft Suite applications and the ability to learn software applications and databases utilized by the Clerk's office.
- Skill in the use of specialized election equipment including but not limited ballot marking devices, scanning equipment, and specialized election software.
- Ability to ensure compliance with laws related to candidate filings, campaign finance, and ballot programming.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 50 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight. The employee must be able to work over 24 hours consecutively during election activities.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.