

Election Director/ Assistant Auditor Position Overview

Under occasional or indirect supervision manage the Election, Vital Statistics and DNR divisions. Emphasis will be placed on the coordination of election functions and management of office specific technologies. Coordinates election functions including interpreting election laws to carry out the statutory requirements for conducting elections and distributing election materials to the public managing the voting machine equipment and reporting software, supervising and training office staff to assist with election-related tasks. Frequent legal deadlines, fast paced decision making, the public nature of the job and associated legal consequences make the ability to prioritize and handle stress essential.

Duties

- Monitor all aspects of election administration ensuring that statutory requirements are met. Review legislative activity, attorney general opinions and election related bulletins. Development of election calendar and overall project management of regularly scheduled and special elections.
- Manager of north office, approve time sheets, ensure appropriate staff coverage, monitor standard operating procedures for DNR & Vital Statistics compliance, liaison with state agencies and assist with technology upgrades.
- Technology liaison with IT Staff, equipment and software vendors. ,
- Auditor/Recorder information officer, duties to include news releases, business partner and candidate outreach, election results and candidate services, election newsletter management of office web-site information and social media outreach.
- Acts as primary liaison between elections office and the Iowa Secretary of State regarding IVoters functions. This includes set up and maintenance of system tables, system parameters and security assignments for users; execute election specific processing; creates custom reports from data base; maintains street file integrity; ensure that records are processed in compliance with the Help America Vote Act (HAVA) and National Voter Registration Act (NVRA) standards; manages state interface functions; downloads registration data from Department of Transportation computer files.
- Manages voting equipment; determines county election equipment needs, researches vendors, evaluates equipment features and recommends purchases to Auditor; schedules equipment service and maintains service records; loads software releases, schedules on-site support and trains election staff; assigns equipment to precincts, performs routine maintenance; prepares election specific materials for vendor to program election definition. Supervise equipment preparation, develop election specific test plan, supervises equipment testing; prepares test deck, performs tests, and verifies logic and accuracy; prepares equipment for public test; conduct public test according to Iowa statutes and to the satisfaction of Auditor, Central Count Committee chairpersons and interested public.
- Supervises absentee voting; establishes balloting procedures (within Code of Iowa specifications), maintains security and coordinates mailings, maintains lists

and distributes information to candidates and committees; supervises special precinct board duties; contacts nursing home administrator to coordinate voter registration and absentee ballot delivery to nursing home.

- Instructs and supervises precinct workers in operation of equipment; prepares documentation of procedures; troubleshoots Election Day problems, travels to precincts and works with vendor technicians over phone to solve problems; operates election night tabulation systems; monitors modem transmissions from precincts, loads modem and PCMCIA results into reporting package, posts results to Web-page and prints reports.
- Prepares election administration section of the Auditor's annual budget; certifies billable election expenses to jurisdictions for payment; submits claims for payment; inventories, determines need for each election, obtains price quotes, orders, prepares packs and distributes precinct supplies to election precincts.
- Schedules polling place use for each election; coordinates access to building and any necessary resources for election day; insures phone lines comply with voting equipment standards; publicizes precinct boundaries and polling place locations; schedules delivery and pickup of voting equipment; evaluates polling places for handicapped accessibility, and reports to and applies for necessary waivers from Secretary of State.
- Recruits, hires, and trains election officials to work elections; explains election day procedures, laws, equipment use, precinct operations; recruits, trains, and trains/supervises temporary office staff during election cycles.
- Attends canvass of election; compiles election results, reconciles precinct information with equipment results, presents documentation from both and records the determination for the Board at Canvass as specified by law; prepares abstracts and certificates of election and distributes same to proper parties as specified by law; preserves records, following Code of Iowa specifications
- Shared Responsibilities and duties. Assist with daily customer transactions in north side office and assist accounting department, schedule to be based on availability between election cycles.

Physical and Environment Demands

- Frequent: office equipment usage, speaking, sitting and walking.
- Regular: Standing, lifting objects up to 20 lbs, minimal application of force to move objects.
- Occasional: Use of basic tools, application of minimal pressuelifting of objects up to 40 lbs and transportation of equipment.
- 5-10 days annually of travel to meetings, occasional overnight travel.
- Overtime required is determined by election cycle with election. Election Director to hold primary responsibility to meet OT demands/deadlines set by state law.