



NACOGDOCHES COUNTY

Job Opportunity

Position: Elections Administrator
Department: Elections Office

Open Until Filled

Type: Regular, Full-Time

Status: Exempt

Starting Salary Range: \$49,419 to \$54,203 per year, depending on experience
benefits: paid health insurance, paid holidays, vacation & sick leave, retirement

General Description:

The County Elections Administrator is appointed by and reports to the Nacogdoches County Elections Commission. This position directs the conduct of elections and voter registration within Nacogdoches County. Ensures efficient and effective procedures are utilized in accordance with federal, state and county legal requirements. Oversees the training of election personnel and assigns duties and plans work of departmental employees. Maintains historical records of election results. Administers election service contracts in cooperation with other political subdivisions. Provides information and assistance to potential candidates. Participates in the planning of budgets, programs, policies and objectives for department. The Elections Administrator must maintain high ethical standards and be dedicated to providing excellent public service.

Required Knowledge, Skills & Abilities:

- Knowledge of or ability to learn federal and state electoral laws, regulations, policies and procedures
- Knowledge of or ability to learn the Texas Election Code and statewide voter registration system
- Ability to research and analyze complex issues related to elections and voter registration laws
- Knowledge of basic budgeting and financial practices
- Ability to work objectively in a non-partisan manner
- Ability to interact effectively with designees from all political parties, candidates and elected officials
- Ability to establish and maintain professionalism with co-workers, the general public and the media
- Ability to perform presentations and train others
- Ability to supervise others in a fair and consistent manner to achieve departmental objectives
- Excellent oral and written communication skills
- Excellent customer service skills
- Strong organization skills with the ability to multi-task and meet deadlines
- Ability to maintain strict confidentiality
- Skill in using MS Word, Excel, email applications and in learning other types of software
- Skill in typing, data entry and the use of computers and computerized processes

Additional Information:

- Requires the ability to work long hours under stress during election cycles, including successive weeks of more than 80 hours per week in general elections
- In addition to regular hours of Monday through Friday, 8 am to 5 pm, the position also requires extended hours during election events including evenings and weekends
- Work performed indoors with some outdoor exposure
- Requires ability to sit and stand for extended periods of time
- May be required to stoop, bend and reach
- Requires ability to lift and carry up to 40 pounds
- Requires the ability to drive to polling places within the county
- Requires occasional travel outside the County for training

Qualifications:

- Preferred: At least three years of experience working in a county elections office within Texas
- Minimum of one year of supervisory experience
- Preferred: Supervisory experience in an elections office
- May not be a candidate for public office, hold a public office, or hold an office or position in a political party
- Must be a registered voter in the State of Texas
- Must possess and maintain a valid Texas Driver License

Instructions:

Complete a Nacogdoches County Employment Application available at www.co.nacogdoches.tx.us and submit to the address below. Resume and professional references should be attached to the application, but are not accepted in place of the completed application.

Submit application to: Human Resources Department
Nacogdoches County
101 W. Main St., Ste. 161
Nacogdoches, TX 75961

Nacogdoches County is an Equal Opportunity Employer.

Nacogdoches County participates in E-Verify.