

CLASSIFICATION:	Elections Supervisor
PAY RANGE:	S-??
BARGAINING UNIT:	Unrepresented

SAN JUAN COUNTY POSITION DESCRIPTION

Position Title:	Elections Supervisor	Date:	Revised 1/31/2017
Reports to:	Auditor	Department:	Elections/Auditor
FLSA Status:	Exempt	Positions Supervised:	1.2

BASIC FUNCTION: Works independently to objectively plan, organize, and conduct all elections in San Juan County as authorized/delegated by the Auditor in accordance with Title 29A of the RCW and Title 434 of the WAC. Duties include planning and coordination of all the pre- and post-election activities to ensure that they are conducted according to statute, to ensure that ballots are counted and properly handled, to ensure that citizens are adequately informed, and to inspire public confidence in the election process. Maintains voter registration records in compliance with the National Voter Registration Act (NVRA), the Help America Vote Act (HAVA), Title 29A of the RCW and Title 434 of the WAC. Develops and supervises public voter outreach programs. Hires and supervises elections staff, and allocates job duties among staff. Coordinates the County’s re-districting and re-precincting efforts in coordination with the decennial US Census, and other times as required. Works independently on unusual or sensitive problems and presents solutions to the Auditor for mutual resolution.

MINIMUM QUALIFICATIONS: College/professional degree, and five years of progressively responsible administrative experience, OR any combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the essential job functions. Supervisory experience is preferred. Must be able to read, understand, interpret and act on Washington State laws and regulations (RCW & WAC). Requires ability to maintain strict objectivity in emotionally laden situations. Requires U.S. Citizenship and registration as a voter in San Juan County. Must be able to meet qualifications and pass test for certification as a Washington State Election Administrator within 30 months of date of hire, as specified in RCW 29A.04.540 and WAC 434-260. Requires valid Washington Drivers’ License and good driving record.

PRINCIPAL DUTIES - Asterisk designates essential function:

1. *General Elections Administration. Conducts regular and special elections for federal, state and local offices (County, Town of Friday Harbor, other districts within the county). Develops procedures to implement election laws and practices to ensure San Juan County’s compliance with Title 29A of RCW and Title 434 of WAC. Educates departmental staff, County officials, elected officials, schools, other districts, political parties and the public about the election process to ensure and maintain public confidence in the election process. All activities in the elections office during an election are subject to the Open Public Meetings Act (RCW 42.30).
2. *Pre-Election Duties. Determines and notifies County, Town, schools and other districts of office vacancies and the election dates for such vacancies. Researches and advises districts on election issues and measure language in consultation with County Auditor and Prosecutor. Advises candidates of filing requirements and public disclosure requirements/forms. Receives, verifies and processes all candidate and measure filings. Conducts lot drawings to determine candidate order on ballots. Ensures proper legal notices are published. Requires extensive communication with candidates, sponsors and media.
3. *Ballots. Designs ballots for each precinct, reviews ballots for accuracy, and obtains County Auditor and Prosecutor approval, as needed. Administers the ballot distribution

policies/procedures in accordance with Title 29A of RCW, within stringent deadlines. Administers ballot accountability procedures/policies. Publishes required legal notices. Receives ballots during an election. Schedules Elections Workers to process ballots. Ensures accurate accounting of ballots issued, returned and voted. Ensures ballot secrecy and security. Invites and trains political party members to observe election activities in accordance with RCW 29A.40.100.

4. *Tabulation. Programs the ballot system for tabulation of ballots and formatting reports to meet RCW requirements. Performs extensive testing of the accuracy of the tabulation equipment and ballots, including coordination/organization of a formal Logic & Accuracy test. Publishes legal notice of such test.
5. *Post-Election Duties. Gives credit for voting. Reviews and investigates provisional ballots. Schedules and manages Canvass Board meetings, including review of questioned ballots, votes, and other issues. Prepares certification reports for Canvass Board and Secretary of State's Office. Issues notice of election to successful candidates. Informs County Assessor and state agencies of successful tax levies. Disseminates election results to public, media and candidates in such a manner as to ensure public confidence in the electoral process. Administers any recounts in consultation with Auditor and Secretary of State's office. Recruits, supervises and trains recount boards. Drafts/publishes canvass and recount legal notices. Stores and disposes of election records in accordance with state law and records retention schedules.
6. *Voters' Pamphlet. Administers/organizes the county's Voter's Pamphlet and Online Voters' Guide in accordance with RCW 29A.32. Effectively communicates with political candidates, political parties, local printer and state voter pamphlet coordinator to establish and meet strict guidelines.
7. *Voter Registration. Administers voter registration in San Juan County. Maintains official voter registration records in accordance with RCW and NVRA. Trains the public in the procedures for helping people register to vote. Verifies all voter registration records with the Washington State Voter Registration Database. Drafts and distributes legal notices such as close of voter registration to the public, media and candidates. Helps voters with inactive status or changes of address. Educates the public in any changes in voter registration laws, policies and procedures to ensure voter confidence in the electoral process. Validates petitions circulated for referenda, initiatives and other matters requiring the validation of registered voter signatures. Assesses technology needs for voter registration (election management) system and equipment, consulting with IT, Auditor and software vendors. Performs routine trouble shooting on the EMS system.
8. *Staff. Hires, supervises and evaluates staff. Trains and directs the work of office support staff (Elections Specialist and seasonal staff), including training on all computer equipment, on elections procedures/policies, and on voter registration procedures/policies. Schedules temporary election workers. Apportions work responsibilities among staff.
9. *Voter Outreach. Manages San Juan County's voter outreach program, coordinating such activities with outside agencies and political parties. Represents the Auditor at meetings of service organizations, League of Women Voters, schools and political parties, and at public meetings on election matters. Makes public presentations on election policies and procedures.
10. *Re-Districting. Coordinates the County's re-districting efforts. Reviews and revises precinct and district lines based on the U.S. decennial census and in accordance with RCW 29A.16. Provides precinct and census data to the Secretary of State and the State Redistricting Commission.
11. *Inquiries. Responds to constituent and customer inquiries regarding program results, procedures and activities. May involve areas of significant public/political visibility and sensitivity.
12. *Certification. Must become certified by the Secretary of State as an Elections Administration within thirty months of hiring. Maintains Election Administrator certification, annually meeting current requirements as established by the Secretary of State's Office.
13. *Procedures Manual and Website. Writes and maintains a current procedures manual for elections. Maintains and updates the elections office website.
14. *Technology. Assesses technology needs for ballot creation, election management, voter registration, and tabulation systems and equipment, consulting with IT, Auditor and software

vendors. Ensures that all systems are current, updated, backed up, and secure. Performs routine trouble shooting on the systems.

15. Budget and Billing. Develops and administers elections office budget in consultation with Auditor. Tracks election and voter registration costs and bills the appropriate districts for their share; collects and transmits revenue from such billings. Orders all supplies and equipment for the elections office. Effectively communicates with the State, the County, other districts, the public, vendors, political candidates and political parties on budget and billing.
16. Acting within the scope of his or her responsibilities, works as a public employee and municipal officer with courtesy and professionalism, adhering to the highest standard of ethics in accordance with RCW 42.52.
17. Other duties as assigned.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. May occasionally be required to lift object weighting 20-30 lbs and more infrequently 50 lbs with both hands and arms. This position frequently requires continuous hand and finger movement due to extensive computer work. This position also requires visual acuity at 20 inches or less to view accuracy of signatures on scanner, ballot layout and various election reports produced by computers. The employee must be able to talk, receive and understand written and oral communication and give written and oral instruction. The position requires the ability to calculate percentages and other mathematical problems.

EQUIPMENT REQUIREMENTS:

Equipment/Tool	No. of Hours	Frequency of use		
		Daily	Weekly	Monthly
Computer	6	x		
Telephone / Fax	2	x		
Printer	1		x	
Vehicle	1		x	
Copy machine	.5-1.0	x		
Scanner	6			x

WORKING CONDITIONS: Normal office environment with occasional travel to other islands or to the mainland to attend training/conferences via plane, boat and automobile. Requires willingness to work overtime up to 20 hours per day during elections.