



JOB SUMMARY

The Election Supervisor is responsible for the administration and the supervision of elections, primaries, and the registration of electors in the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Voter Registration and Records Management

- Maintains the registered voter database; updates voter rolls with name, address, and status changes.
- Registers new voters and resolves voter registration issues.
- Maintains active and inactive voter files as required by law.
- Maintains the list of streets and ensures accurate assignment of district boundaries.
- Coordinates with municipalities to ensure address and boundary accuracy.
- Notifies the Secretary of State of any changes in voter registration sites.

Election Coordination and Operations

- Coordinates all elections—federal, state, local, and special—in accordance with state law.
- Oversees logistics for advance voting and Election Day operations.
- Verifies voter eligibility and ensures polling places meet state and federal requirements.
- Manages the recruiting, training, and supervision of poll workers and deputy registrars.
- Prepares polling places for Election Day activities and ensures availability of necessary staff, equipment and supplies.
- Maintains election equipment and inventory; verifies equipment security and operability.
- Coordinates with local political parties or the Chief Superior Court Judge for ballot review and duplication panels as required.
- Responsible for closing and reporting tabulations on election night.

Absentee and Advance Voting

- Conducts advance (early) voting and coordinates related staffing and procedures.
- In coordination with the Chief Absentee Ballot Clerk, processes absentee ballot applications and ballots in accordance with state law.
- Prepares lists of electors for each precinct and municipality prior to elections.

Candidate Qualification and Ethics Reporting

- Oversees candidate qualifying for local elections, including distribution and processing of required documentation and fees.
- Ensures compliance with Campaign and Financial Disclosure reporting requirements; files ethics paperwork for county elected officials with the State Ethics Commission and reports late filings.

Public Information and Communication

- Provides information to the public, media, and political parties regarding the electoral process and voting procedures.
- Answers telephone and in-person inquiries, providing voter registration and election information.
- Prepares correspondence, reports, and communications related to elections and voter registration.

Administrative and Financial Management

- Prepares and monitors the annual operating budget for the department.
- Orders and distributes election supplies.
- Maintains files, correspondence, and documentation concerning poll workers and election procedures.
- Attends required training sessions and maintains current knowledge of election laws and procedures.

Other Duties

- Coordinates with the Secretary of State's Office to prepare for and conduct elections at all levels.
- Performs related duties as assigned.
- Attend continuing education classes as needed to be current on election law and procedure.

KNOWLEDGE REQUIRED BY THE POSITION

- Thorough knowledge of federal, state, and local election laws, rules and regulations.
- Knowledge of election equipment, procedures, and security requirements.
- Knowledge of records management and data entry systems related to voter registration.
- Strong organizational skills and attention to detail.
- Ability to plan, organize, and execute multiple complex tasks within strict deadlines.
- Ability to supervise, train, and coordinate large groups of poll workers and temporary staff.
- Excellent communication and interpersonal skills.
- Proficiency with computers and office software and state election systems.
- Ability to maintain confidentiality, integrity and impartiality in all election matters.
- Ability to establish and maintain effective working relationships with staff, elected officials, volunteers, and the public.
- Knowledge of customer service principles and practices.
- Knowledge of the location of streets, precincts, and districts in the county, and the ability to read a map.
- Skill in the use of modern office procedures and use of modern office equipment.
- Knowledge of basic bookkeeping principles, records management, and reporting.

GUIDELINES

Guidelines include Title 21 of the Georgia Election Code, State Election Board rules, federal Department of Justice policies and regulations, and county policies and procedures.

CONTACTS

- The Election Supervisor serves at the pleasure of the Harris County Board of Election and Registration.
- Contacts are typically with co-workers, representatives from the Secretary of State's Office, elected officials, candidates, representatives of political parties, the County Attorney, the Board of Education, poll workers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to motivate or influence persons, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts objects of up to 30 pounds.
- The work is typically performed in an office. Some lifting and general office maintenance activities may be assigned for efficient and effective operation.
- Extended hours are required during election cycles, including nights and weekends.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over assigned personnel within the department. Functional supervision typically involves the ability to assign, coordinate, and review quality and quantity of work of other employees.

QUALIFICATIONS

- Post-secondary education desirable but not required; and
- Minimum of three (3) years of experience in election administration, voter registration, or related public service; or
- Any equivalent combination of education, experience, and training which provides the knowledge, skills, and abilities to perform the work.
- Ability and willingness to travel out of town for training is required.
- Experience supervising staff and coordinating large-scale operations preferred.
- Must be a registered voter in the State of Georgia and maintain such status during employment.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.
- Possession of or ability to readily obtain Georgia Secretary of State Elections Official license/certification.

IMPORTANCE

This position plays a critical role in maintaining public trust in the democratic process by ensuring that elections and voter registration in Harris County are conducted with accuracy, efficiency, integrity, and in accordance to the law.