

## **Elections Coordinator**

### **Position Summary**

Under the supervision of the Township Manager and Township Clerk, this position assists the Clerk's office relative to the administration of all Township, County, State, and Federal elections held in the Township. In addition, this position maintains voter information and history, facilitates the training of Election Inspectors, serves as a liaison to the Bureau of Elections and the County Clerk's Office, and assists with other clerical work as assigned.

### **Desired Minimum Qualifications and Abilities**

- An Associate's degree, or equivalent experience in municipal elections for a related field.
- Two or more years of general office experience, preferably in a municipal setting
- Must be Bondable
- Registration as a Public Notary, or the ability to obtain upon hire
- Intermediate level of proficiency of spreadsheet skills, with the ability to independently create and maintain spreadsheets, graphs, and charts
- Must be bondable
- Understanding and ability to be QVF (Quality Voter File) Certified
- Preferred one or more years of coordination or assisting in an election
- Experience with document management software, related technology, and records retention schedules.
- Basic understanding of office technology and applicable software programs.
- Ability to gather data and prepare accurate and timely records, notices, memos, and letters.
- Ability to establish and maintain effective working relationships and use good judgment when dealing with employees, elected officials, other governmental and regulatory agencies, professional contacts, as well as the public.
- Exemplary personal conduct with a focus on ethical behavior and a strong understanding of the concept of stewardship with regard to Township resources.
- Knowledge of or ability to learn relevant regulations and laws that govern the Clerk's Office.
- Ability to meet deadlines, concentrate, pay close attention to details, and interpret, comprehend, and follow written and verbal instructions as required. Also requires the

ability to organize work effectively and to complete work on a scheduled and timely basis in an environment where interruptions may occur frequently

- Commitment to principles of equity and public transparency to promote overall public trust in the Township as an organization.

**Essential Job Functions:** An employee may be required to perform any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform all essential functions satisfactorily.

- Assists in the interpretation of and implementation of related election laws, rules, and regulations.
- Registers new voters, records changes of address on the voter rolls, cancels voter registrations, maintains accurate related records, and oversees the Master Card File.
- Assist with recording, distributing, and filing absentee ballots
- Conducts testing of election equipment as required by law.
- Orders and prepares necessary supplies to conduct an election.
- Coordinates setup of polling stations prior to an election.
- Attends related election training, and remains current with all required election trainings by the State.
- Assists or trains election inspectors, including preparing training materials, and maintaining a record of training and certifications.
- Assists with election audits.
- Prepares, oversees, and serves as a member of Receiving Board.
- Maintains, creates, and publishes information for residents regarding elections to the Township web page.
- Assists in creation and distribution of legal notices for the Clerk's Office.
- Facilitates the management of all Township records and documents.
- Familiarity with records retention requirements and digital archiving tools
- Provides general assistance to the Township as it relates to Freedom of Information Act requests.
- Maintains current knowledge of and follows all record retention laws, FOIA laws, and Township policies.
- Coordination of all aspects of election administration, including petition and filing review, ballot preparation and distribution, computer tabulation, and more.
- Performs other general administrative tasks as assigned by the Township Manager and/or the Township Clerk.

**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. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- While performing the duties of this job, the employee regularly works in an office setting.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 25 pounds