**Decatur County Board of Elections and Registration**

**122 W. Water Street P.O. Box 7428**

**Bainbridge, Georgia 39818**

**(229) 243-2087 Office (229) 248-3743 Fax**

 **elections@decaturcountyga.gov**

**JOB DESCRIPTION**

**CHIEF ELECTIONS OFFICIAL**

**SALARY RANGE $43,918-$61,485 YEARLY**

**Job Summary**

The purpose of the Chief Elections Official position is to supervise all elections and voter registration processes that occur in Decatur County. The work consists of varied management and technical duties. Changes to laws and voting procedures, frequent interruptions, and strict deadlines contribute to the complexity of the work.

**Major Duties**

* Prepares, conducts, and ensures the accuracy of municipal, county, State, and Federal elections.
* Trains, assigns, directs, supervises, evaluates, certifies and disciplines personnel, poll managers, and poll workers
* Tests, evaluates, and makes recommendations for proposed and new elections software systems; develops and implements an IT backup and recovery strategy for election technologies; manages a variety of software systems; enters information into a variety of databases.
* Use of software applications and equipment such as ENET, GARVIS (2023), EASY VOTE, FIREFLY, DDS, KnowInk E-Pulse & poll pads, Microsoft Office (Word, Excel and PowerPoint), Zoom, Dominion software and ~~E~~quipment~~;~~
* Ensures compliance with Federal and State election laws; analyzes the impact on election law changes on the election processes.
* Develops and implements election timelines and schedules in accordance with State and Federal law.
* Audits and tests election equipment; prepares election equipment for election.
* Creates annual budget requests and manages approved funds; monitors and controls expenditures and processes contract labor payroll.
* Investigates election-related offenses and complaints in close coordination with the Board of Election members.
* Directs voter registration drives; reviews voter registration data for accuracy and completeness.
* Sets up and ensures the accuracy of ballots.
* Receives notices of candidacy, affidavits of candidacy, and qualifying fees; certifies candidates.
* Prepares and publishes required public notices.
* Certifies election results.
* Maintains related records; performs related duties.
* Remains familiar with My Voter Page, Secretary of State Website, Elections website, Absentee Ballot website, and all other electronic interfaces and/or websites that the Secretary of State may develop that are related to elections.

**Knowledge required by the position**

* Knowledge of Federal and State voting rights laws.
* Knowledge of Federal and State election laws.
* Knowledge of County and Department policies and procedures.
* Knowledge of computers and job-related software programs.
* Knowledge of personnel management principles.
* Skill in the management of budgets.
* Skill in the maintenance of official files and records.
* Skill in the facilitation of meetings~~.~~, with emphasis on the **Georgia Open Meetings Act.**
* Skill in public relations.
* Skill in oral and written communications.

**Demands of the position**

* Although the work is typically performed while sitting at a desk or table, the positions may also require standing, walking, bending and crouching.
* This position also requires the employee to be able to lift at least 50 pounds, several times during a short period of time such as during an election cycle.
* Must be able to go up and down stairs, sometimes carrying a box or other items.
* The employee must be able to work during the weekends, also work days that may go longer than 15 hours (election times) and work well under pressure.

**Minimum Qualifications**

* Preferred knowledge and level of competency commonly associated with the completion of a Bachelor’s degree in a course of study related to general studies or business. Experience and ability may be considered in lieu of completion of a post-secondary degree.
* Experience and/or knowledge sufficient to thoroughly understand all Elections Office functions & duties and the duties of subordinate positions in order to be able to effectively manage the Elections Office, and be able to answer questions and resolve problems as they arise.