

DISCLAIMER: This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

COUNTY, TENNESSEE
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ELECTIONS ADMINISTRATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to oversee and organize all matters related to any election held in _____ County. This includes providing information concerning voter restriction and absentee ballots. The Elections Administrator should verify candidates qualifying for an election. The Elections Administrator conducts the elections and tallies the votes before preparing the public announcement of the election outcome. The Elections Administrator is also responsible for maintaining voter registration records and voting histories for each voter. It is also the Elections Administrators responsibility to disclose any campaign financials that may be requested. Reports directly to the Chairman of the Election Commission.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Employs all office personnel.

Prepares the annual operating budget and submission of same to the election commission for approval.

Presents the annual budget to the county commission or other legislative body for funding, upon approval by the county election commission.

Requires and purchases any supplies necessary for the operation of the election commission office and the conduction of all elections.

Maintains all voter registration files, campaign disclosure records, and any other records required by this title.

Conducts instruction class for poll workers or designation of another qualified person to conduct such class.

Prepares all notices for publication required by this title.

Prepares and maintains all fiscal records necessary for the daily operation of the election commission office and all elections. This may include any requests for funding or changes in funding, if necessary, after adoption of the current fiscal budget.

Compiles, maintains and disseminates information to the public, the candidates, the voters, the press and all inquiring parties in regard to all aspects of the electoral process on all governmental levels.

Promotes the electoral process through supplemental registrations, public functions, press releases and media advertising whenever possible.

Attends any required seminar and other educational seminars, as funding permits, to gain knowledge beneficial to the administration of the election commission office or to the electoral process.

Has knowledge of all current laws pertaining to the election process and any changes mandated by the general assembly, and apprising the election commission, office staff, candidates, the press and the public in general of this information.

Assists in the planning and implementation of any plan of apportionment or reapportionment of any governmental entity involved in the electoral process.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Political Science, Business Management or related field; and/or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Persons appointed as the Elections Administrator should be a registered voter, who is a resident of the state and resident of the county for which they are appointed or make plans to relocate to the county within an approved timely manner as determined by the Election Commission. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS (election year)

1. STANDING AND WALKING

Tasks: filing, training, Voter Outreach registration, early voting registration

Surface: carpet, wooden floor, vinyl floor, concrete

Estimated Total Hours: 14 +/- **Maximum Continuous Time:** 2

2. SITTING

Tasks: clerical work, computer operation, registration, cutting (scissors)

Estimated Total Hours: 10 +/- **Maximum Continuous Time:** 4

3. LIFTING/CARRYING

Objects: printing paper/ forms, voting machines and associated objects, voting records, mail trays

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X	X		
26-50 lbs				X	
51-75 lbs					
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: carts, voting machines, filing drawers

Height of hands above floor during push: 2 to 3 feet

5. CLIMBING

Tasks: storage of materials/ supplies at the warehouse, reaching objects on the shelf

Device: portable stairs/ ladder

Height: up to 10 feet

Frequency: weekly or even daily during voting preparation and voting periods.

6. BENDING/SQUATTING/KNEELING

Tasks: storage of voting records, filing, retrieving files, computer/voting machine setup

Frequency: hourly to daily

7. REACHING

Tasks: filing, data entry, clerical, computer operation, scanning forms into electronic data file, voter assistance

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	15-20 minutes	14 +/- hours	< 5 lbs
21-36"	All	1-5 minutes	14 +/- hours	< 5 lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	95	% of time
Outside	5	% of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Tools used are typical for office clerical work, hand tools for warehouse operation, scissors for trimming papers and forms.

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Intermittent
Grasp	X		Intermittent
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Intermittent

PHYSICAL DEMANDS ANALYSIS (non election year)

1. STANDING AND WALKING

Tasks: filing, voter registration outreach, storage and retrieval of documents from the basement, voting machine demos, public interaction

Surface: carpet, concrete, pavement, vinyl floors

Estimated Total Hours: 10 **Maximum Continuous Time:** 3

2. SITTING

Tasks: registration, clerical, public contact, computer operation, equipment setup (data processing)

Estimated Total Hours: 7.5 **Maximum Continuous Time:** 3

3. LIFTING/CARRYING

Objects: mail trays, paper, voter registration

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs			X		
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: carts, filing drawers, vacuum cleaner,

Height of hands above floor during push: about waist height

5. CLIMBING

Tasks: storage of materials and other supplies at the warehouse, reaching objects on shelves

Device: portable stairs

Height: up to 10 feet

Frequency: weekly to monthly

6. BENDING/SQUATTING/KNEELING

Tasks: storage, retrieval of voting records, equipment setup (data processing)

Frequency: daily/ weekly as needed

7. REACHING

Tasks: computer operation, clerical work, some warehouse operations

Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	15-20 minutes	Up to 7.5 hours a day	< 5 lbs
21-36"	All	1-5 minutes	Up to 7.5 hours a day	< 5 lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	97 % of time
Outside	3 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Typical office clerical work, hand tools (scissors, pliers, box cutters)

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Intermittent
Grasp	X		Intermittent
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Intermittent

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_____ County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date