

FULTON COUNTY
JOB DESCRIPTION

Job Title: Director of Elections/Voter Registration/Chief Registrar
Department: Elections and Voter Registration
Reports to: Chief Clerk
Salary Level: S1 (\$16.43-\$22.64)
Hours per Week: 32
Prepared Date: 1/9/2024

POSITION OVERVIEW:

To ensure compliance with the Pennsylvania Voter Registration Act, the Pennsylvania Election Code and all other applicable codes, laws, rules and regulations, ensure the integrity of elections, coordination of voter registrations, process candidate filing/reporting documentation and manage the execution of elections and oversee the Federal and State SURE Act.

EDUCATION/EXPERIENCE:

College degree in a relevant field preferred, but not required. Relevant fields include but are not limited to IT, Accounting or Business. Five years of experience preferred in Public Administration, Business or Governmental Operations.

EMPLOYMENT STANDARDS:

To perform this job successfully an individual must possess the ability to work with the public, to convey and present information effectively. The individual in this position must have the ability to work with little supervision and be able to make sound, independent decisions. Must have the ability to learn to operate the State (SURE) system. The individual must possess a high degree of proficiency in Microsoft software. The employee must pay close attention to detail, at times with multiple distractions. The individual must be able to maintain confidentiality of information and records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The employee will direct and manage the activities of the County Election Bureau Office and oversee the maintenance of voter registration files and voting records in computer and books. Specific duties include:

- Must possess the ability to attain knowledge of state laws governing the registration of voters
- Maintains a current listing of electors by name, address and party affiliation, registers all electors
- Prepares and records absentee and mail in ballots
- Responds to all requests regarding elections, voting and registrations that are public record under the Open Records Act
- Prepares voting lists for candidates as needed
- Prepares specifications for printing ballots, sample ballots, signs and related materials and maintains adequate supplies for each election
- Insures the availability of polling places and that there is an adequate number of workers available.
- Prepares ballot boxes with all necessary materials/supplies for each precinct to operate their election.
- Prepares and holds training for all poll workers prior to each election
- Counts, canvasses and certifies election results
- Prepares certified reports reflecting registration totals, voter registration statistics for congress, party enrollment, official vote totals for public offices and referendum and forwards to appropriate state, county or other agencies
- Prepares legal notifications and advertisements

- Responsible for maintenance and preparation of voting machines, oversees the programming of machines; prepares the specifications for moving voting machines and election equipment and coordinates contacts between polling sites and the maintenance department for pick-up and delivery of machines
- Represents the county at state election and association meetings
- Establishes policies and procedures to implement and enforce applicable laws, rules and regulations
- Abilities to converse and consult with the election board, state government agencies, agency solicitor and other government officials to resolve problems, receive advice/direction and review matters of concern
- Prepares the annual budget for the department and monitors expenditures
- Recruits individuals to fill vacancies on local election boards
- Supervises compliance with the Campaign Expense Report Law, furnishes forms and maintains records in compliance with the act, makes statements available for public inspection, reports violations and collects fines
- Prepares annual confirmation mailing
- Supervises archiving and disposal of information; oversees retention of permanent records of election results and official vote counts
- Represents the Board of Elections in the Courts; testifies for election matters, petition challenges and questions before the court concerning voter registration
- Collects money due for filing fees, voter lists, discs and turns the money over to the Treasurer
- Prepares voter registration cards, watcher certificates, training material and other documents as needed
- Coordinates with IT to update website
- Ability to operate office equipment to include: computer, copy, scanner and fax machine in order to perform the functions of the job
- Other duties as assigned

WORK ENVIRONMENT/PHYSICAL STANDARDS:

The work environment and physical demand characteristics are representative of those an employee encounters while performing the essential function of this job.

While performing the duties of this job, the employee must possess the ability to record, convey and present information, must be able to sit/stand for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching, as necessary, light work, with occasional lifting/carrying of objects with weights of approximately up to thirty pounds; must be able to pay close attention to details and concentrate on work, must be able to use a computer, write, talk and hear. The noise level in the work environment is moderate. The employee must be able to cope with the physical and mental stress of the position. Work environment is a clean, climate controlled office setting.

Work requires a valid Driver's License and reliable transportation.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow other instructions and perform other duties as required.