



**Director of Elections and Voter Registration**  
Clerk of Court

ELEC/1- 152

**JOB SUMMARY**

This position directs the county's election and voter registration functions.

**MAJOR DUTIES**

1. Carries out federal, state, county, and municipal elections in Fayette County.
2. Ensures compliance with registration and election laws.
3. Directs, supervises, evaluates, and disciplines personnel; coordinates the training of staff, poll managers, and poll workers.
4. Prepares, implements, and monitors the department budget; ensures the processing of payroll for all employees, including poll workers and seasonal staff.
5. Maintains and updates the election website.
6. Provides social media content for postings.
7. Prepares for scheduled Board of Elections meetings; maintains minutes; posts approved minutes to the Elections website; ensures compliance with Open Meetings and Open Records laws.
8. Serves as Filing Officer; ensures candidates and public officials are sent campaign and financial disclosure reports as required by the State Ethics Commission; files related documentation as required.
9. Ensures election notices are properly filed and posted.
10. Submits changes regarding voting to the United States Department of Justice, including voter registration drives, changes in boundaries, special elections, changes in voting methods, and changes in polling places.
11. Attends community meetings as needed.
12. Attends elections and voter registration classes for certification purposes.
13. Invoices municipalities for carrying out municipal elections.
14. Qualifies candidates for office.
15. Directs the creation of new precinct lines; locates adequate facilities for polling locations.
16. Oversees the responsible use of county property, office space, and space leased for elections and registration use.
17. Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

1. Knowledge of Georgia Election Code and the rules of the State Election Board.
2. Knowledge of federal election law.
3. Knowledge of the principles and practices of records management.
4. Knowledge of the installation and operation of election equipment.
5. Knowledge of standard management and supervisory practices.
6. Knowledge of budget management principles.
7. Knowledge of computers and job-related software programs.
8. Skill in gathering and analyzing data.
9. Skill in development cost and workload projections.
10. Skill in maintaining websites.
11. Skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
12. Skill in public and interpersonal relations.
13. Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The Chair of the Board of Elections assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include the Georgia Elections Code, Rules of the State Election Board, Rules of the Secretary of State Elections Division, Georgia Open Meetings and Open Records Laws, county ordinances, and county policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management, supervisory and administrative duties. Strict regulations and the necessity of fairness contributes to the complexity of the position.
- The purpose of this position is to direct the county's elections and voter registration functions. Success in this position results in the provision of fair and accurate elections.

## **CONTACTS**

- Contacts are typically with co-workers, other county personnel, representatives of state agencies, elected and appointed officials, candidates, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, motivate and influence persons, or settle matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts heavy objects and climbs ladders.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Registrar (1), Elections Supervisor (1), and Chief Deputy Registrar (1).

## **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Possession of ability to readily obtain certification by the Georgia Secretary of State's Office.

## **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.