

Supervisor of Elections Office, Leon County FL

Job Description

Position: Administrative Services Specialist

Pay Grade 85: \$39,778.60-\$65,634.68

GENERAL DESCRIPTION:

Highly independent position providing executive staff support, project management, communications, and clerical work at the direction of the Supervisor of Elections, Deputy Supervisor of Elections, and Administrative Services Director. Work is coordinated under the guidance of the Administrative Services Director.

DUTIES:

General Administration

- Assist Supervisor of Elections with scheduling, including coordination with outreach staff on public events conducted by the Office.
- Assist Supervisor of Elections, Deputy Supervisor of Elections, and Administrative Services Director with filing and correspondence. Receive, open, and handle mail addressed to the Supervisor of Elections.
- Manage inquiries, scheduling, internal and external communication, and logistics for use of the Election Center facility by outside agencies.
- Make courier deliveries between the Office and other partners including Leon County's Finance and Human Resources Offices and the State's Division of Elections.
- Monitor level of administrative office supplies and replenish and organize as needed.
- As needed, establish and maintain files, databases and documents; generate summary and projection reports; and prepare spreadsheets and word processing documents.
- Perform special projects as assigned.

Financial

- Assist Administrative Services Director with payables, payroll, and bookkeeping.
- Coordinate and prepare PCard and other charge account receipts for entering into accounting system. Enter PCard charges into accounting system and reconcile monthly statements.
- Track receivables and prepare and record deposits.

- Coordinate new and renewing contracts and service agreements by routing them through to approval, tracking renewal schedules, and inventorying all fully executed documents.

Communications

- Draft the Office's press releases, prepare and schedule legal notices, and create content for other forms of official messaging.
- Assist with fulfilling public records requests, including coordinating data extraction, reviewing materials for accuracy, redacting per law, and compiling and delivering records.
- File and submit compliance documents for the Supervisor of Elections with State and Federal partners; e.g. Security Procedures and COOP documentation.
- Assist outreach team with registration events.

Human Resources

- Schedule and track employee training and conference attendance, make travel and lodging arrangements, complete travel expense reconciliations, and assure certification renewal requirements are met.
- Record and distribute minutes for staff meetings.
- Assist with recruitment, screening, and orientation of seasonal talent.
- Assist with maintaining personnel documentation on permanent staff, seasonal hires, and temporary agency workers. Track years of employee service and schedule service awards.

Election Administration

- Perform central tabulation of Vote-By-Mail ballots per law and internal procedures, including supervision of temporary staff.
- Record and submit minutes for Canvassing Board meetings.
- Manage documentation and requirements for poll watchers.
- Prepare payables to forward portions of candidate qualifying fees to required entities.
- Coordinate reimbursement from the State for petitions processed under affidavit of undue burden.

NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement. It is subject to change as the needs of the Supervisor of Elections Office and the requirements of the position change.

DIFFICULTY

Use independent judgment to prioritize a diverse workload and meet deadlines. Ensure the highest level of accuracy, even when met with unexpected assignments, concurrent tasks, or frequent interruptions. Make sure Office policies, retention requirements, and election and employment laws are understood and followed. Appropriately communicate status of projects to team members, including when assistance and clarification is needed. Remain aware of deadlines and initiatives within all areas of the Office as well as emerging news in the election industry, court system, and Florida Legislature. Work is performed primarily in an office environment. During election cycles, extended and flexible work hours are required. In the event of a declared state of emergency, employees may be called to work during days or hours other than those for which they are regularly scheduled.

REQUIRED ABILITIES:

- Exceptional written and verbal communication skills.
- Clear, effective, and tactful communication.
- Follow through on assignments with minimal supervision and with the highest attention to detail.
- Proactively seek information and solutions.
- Work under pressure with composure.
- Identify needs and anticipate next steps.
- Anticipate and communicate impacts across a variety of program areas.
- Maintain a professional and positive attitude with customers: voters, vendors, industry partners, media, coworkers, etc.
- Review and maintain personnel and voter information with discretion.
- Knowledge of standard office machines and software in a Windows environment.
- Proficiency with word processing, creating and editing spreadsheets, and designing presentations.
- Proficiency in learning new software programs and interfaces.
- Perform fast and accurate typing and data entry.
- Perform accurate calculations, including proration and percentages.
- Possess a valid driver's license and insurable driving record.
- Be able to lift and carry up to thirty pounds.

DESIRED ABILITIES:

- Knowledge of general bookkeeping principles.
- Familiarity with Florida Statutes and the voter registration process.
- Knowledge of Election Laws and procedures.
- Familiarity with general human resources processes and legal requirements.
- Experience in managing public records and familiarity with Florida general record retention requirements.

TRAINING AND EXPERIENCE:

Bachelor's degree with course work emphasis in Business Management, Public Information, Administration, or closely related field; supplemented by a minimum of four years progressively responsible experience in administrative support functions. Related professional experience may be substituted for the required education on a year for year basis.

How To Apply For This Position

Apply for this position at the Supervisor of Elections website at:
www.LeonVotes.org/Jobs

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