



## ELECTIONS SUPERVISOR

**Department:** Auditor's Office  
**Job Class #:** 101900  
**Pay Range:** Professional 06

**FLSA:** Non-Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### **GENERAL FUNCTION**

This is supervisory and administrative work in the Elections Division of the Pierce County Auditor's Office. This is a working supervisory position. An employee in this class assists the Elections Manager with planning, organizing, directing and evaluating the activities of the Elections Division personnel. The employee is responsible for day to day operations, planning workload distribution, assigning work, adjusting assignments to accommodate work fluctuations and changes, monitoring work completed, taking corrective action to maintain acceptable quality standards, training new employees, evaluating work performance and other aspects of supervision. Activities are governed by the Revised Code of Washington (RCW), the Washington Administrative Code (WAC), the Pierce County Charter, and established policies, rules and procedures which must be understood and interpreted.

### **ESSENTIAL JOB FUNCTIONS**

- Supervise and coordinate activities of the Elections Division; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Ensure consistent interpretation of laws, rules, policies and procedures.
- Investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Analyzes, formulates and changes operating procedures to facilitate the efficient operation of the department.
- Provides technical assistance to staff in answering questions and resolving problems related to elections and voter registration. Understands and interprets the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) as they apply to the Elections Division.
- Assists with ensuring compliance with the Help America Vote Act and other federal requirements that pertain to elections and voter registration.
- Approves purchase requisitions, purchase orders and other financial transactions through the use of Workday.
- Prepares Canvassing Board and Certification Reports for each election.
- Assists in interviewing and selecting Elections Division employees.
- Resolves day to day issues within the division.
- Manages and oversees the Election Observer Program.
- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Manages facility maintenance for the Election Center.
- Recommends promotional and disciplinary actions to the Elections Manager.
- Approves leave requests and schedules staff vacations so that adequate coverage is available to

## **ELECTIONS SUPERVISOR**

### **Classification Description - Pierce County**

#### **Page 2**

- maintain the work schedule and standards.
- Understanding and experience of all functions of the Elections Division.
- Conducts team meetings, ensuring that pertinent information is exchanged and problems are resolved in a timely manner.
- Trains staff in new departmental procedures, or operation and maintenance of equipment. May prepare training manuals and preside over training classes.
- Consults with management regarding staffing needs, attends department meetings, and makes recommendations regarding budget requirements for the department (such as staffing and equipment). Composes correspondence and routine letters.
- Develops and maintains a positive working relationship with elections staff, department personnel, other County departments, vendors, observers, outside agencies and the general public.
- Ensures that the Elections Division functions run smoothly and efficiently. Provides backup support for the division as needed.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

#### **OTHER JOB FUNCTIONS**

Performs other related assignments as required.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under general supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the administrative supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. Considerable latitude for independent judgment and action is exercised within the area of supervision. Work is reviewed by the Elections Manager. Evaluation is based on supervisory skills, reports, and results obtained. This position has full supervisory authority.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Elections Supervisor works in an office environment on a daily basis. Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite. Travel to various work sites and/or meeting locations may be required. Works a flexible schedule, which may include evenings, weekends, holidays and overtime. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some standing, climbing, walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to lift a minimum of 50 lbs. on occasion is required. Ability to travel to attend

## **ELECTIONS SUPERVISOR**

### **Classification Description - Pierce County**

#### **Page 3**

meetings away from regular work site may be required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Extensive knowledge of RCWs and WACS as they apply to Elections. Knowledge of the procedures and duties performed within the Elections Division. Knowledge of the principles and practices of office management.
- Principles and practices of effective supervision.
- Knowledge of election division systems and equipment, such as vote tallying equipment.

#### **Skill in:**

- Supervisory skills to ensure the division operates smoothly and efficiently.
- Microsoft Word, Outlook, PowerPoint and Excel at a proficient level.
- Independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

#### **Ability to:**

- Evaluate the work of subordinates.
- Delegate work to staff as necessary. This may involve training, developing documentation, and/or other tasks.
- Develop short-range plans involving scheduling, personnel training and staffing projections.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relations with co-workers, public and private officials, and the general public.
- Work effectively with the public by handling stressful situations and to calm irate customers.
- Plan, assign and coordinate work.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

### **RECRUITING REQUIREMENTS**

Four years or more of progressively, responsible office experience or equivalent combination of experience and education is required plus two years in a supervisory or lead position is required. Two years full time work experience in an Elections Division and Certification as an Elections Administrator under (WAC) and (RCW) regulations is preferred. **Certification as an Election Administrator under the Washington Administrative Code (WAC) and Revised Code of Washington (RCW) regulations will be required within two years in this position.**

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete Pierce

## **ELECTIONS SUPERVISOR**

### **Classification Description - Pierce County**

#### **Page 4**

County background investigation is required. A valid Washington State driver's license may be required when travel is required of the position.

**Special Note: Employees in this classification may be limited as to vacation during the primary and general election season, may be placed “on-call”, and will be required to work a flexible schedule, which may include evenings, weekends, holidays, and overtime.**