

Elections Coordinator



Position Description

Status

Full-Time, Nonexempt

Compensation

B23

Bargaining Unit

GELC – General Unit

Reports to

Chief Deputy County Clerk

Supervises

None

Position Category

Coordinator

Summary

Coordinate and manage election activities and election reporting within the county. Responsible for coordinating voter registration and election activities between the municipal clerks, the Bureau of Elections, and the Office of Secretary of State.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Receives voter registration applications from various sources. Prepare reports to the State and monitor reimbursements.
2. Develops and updates all contracts and coordinating agreements while serving as school districts election coordinator for all schools within the Allegan Area Educational Service Agency.
3. Assists candidates and treasurers of campaign committees with compliance and disclosure requirements of the Michigan Campaign Finance Act.
4. Accepts candidate filings for State Office, County Office, and School Board and reviews for compliance.
5. Maintains logs for petitions and/or filing fees for review after the primary and maintains all election results.
6. Maintains the State Qualified Voter file and the county voter registration data base for each election.
7. Schedules meetings of the Election Commission and takes minutes.
8. Monitors the deadlines on the election schedule to ensure meetings are held according to the requirements for each election.
9. Determines what format is required for reporting and canvassing forms for the permanent record and prepares the reports to comply with the requirements.
10. Monitors the filing of Acceptance of Office forms for school board candidates.
11. Verifies correct programming and operation of voting system equipment and provides training as needed on equipment.

12. Communicates both verbally and written to various entities requesting elections information, this includes media outlets, and in-training of election workers.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. Associate's Degree in technology or closely related field.
2. Must have the ability to obtain certification and training required by Secretary of State, Bureau of Elections.
3. Two (2) years of experience working for an election support company

4. Possession of a valid Michigan driver's license.

Preferred Education and Experience

1. One (1) year of experience with local clerk's office.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____