

Job Title: Elections Supervisor

Job Summary:

The Elections Supervisor oversees the planning, organization, and execution of elections within a jurisdiction to ensure fair, accurate, and efficient voting processes. This role includes managing all aspects of election logistics, staff training, voter outreach, compliance with legal and regulatory requirements, and safeguarding election integrity. The ideal candidate is highly organized, detail-oriented, and understands electoral policies and procedures.

Key Responsibilities:

1. Election Planning and Coordination

- Develop and implement comprehensive election plans, timelines, and budgets.
- Oversee logistics, including securing polling sites, ballot preparation, and supply distribution.
- Manage and troubleshoot election technology, including voting machines and software.

2. Staff Supervision and Training

- Recruit, train, and supervise poll workers, temporary staff, and other election personnel.
- Conduct regular training sessions to ensure compliance with local, state, and federal election laws.
- Ensure staff are knowledgeable about voter rights, election protocols, and emergency procedures.

3. Voter Registration and Outreach

- Coordinate efforts to register voters, including targeted outreach to underrepresented communities.
- Implement and oversee voter education programs to inform citizens about voting processes, locations, and key dates.
- Respond to voter inquiries and resolve issues promptly and professionally.

4. Legal Compliance and Reporting

- Ensure election procedures comply with federal, state, and local election laws.
- Prepare and submit all required reports and documentation to regulatory bodies.
- Monitor and document any irregularities, complaints, or challenges to election integrity.

5. Election Day Operations and Oversight

- Supervise polling stations and troubleshoot issues on Election Day.
- Coordinate the secure transportation of ballots, data, and sensitive materials.
- Ensure accurate and timely vote counting and reporting.

6. Post-Election Duties

- Oversee the audit and certification of election results.
- Prepare and deliver reports on election performance and voter turnout.
- Implement continuous improvements based on post-election analysis and feedback.

Physical Demands/ Work Environment:

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects to 50 lbs., uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.

Qualifications:

- Proven experience in election administration, public administration, or a related area.
- Strong knowledge of electoral laws, voting systems, and voter rights.
- Excellent organizational, communication, and problem-solving skills.
- Ability to work under pressure and meet strict deadlines, particularly around Election Day.
- Proficiency with election technology and data management systems.

Work Environment:

The position may require long hours, particularly in the lead-up to and during elections, including nights, weekends, and holidays as necessary.