

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of Adopting a Position)
Description for an Existing Position)
)
)**

ORDER NO. 23151

WHEREAS, it is the recommendation of Shelley Denney, Chief Deputy Clerk, that the attached position description be adopted for the following position:

Supervisor of Elections
Position Title

M
Range

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of September 7, 2022. This description replaces any previous description approved for this position.

DATED this 7th day of September, 2022.

**CURRY COUNTY
BOARD OF COMMISSIONERS**

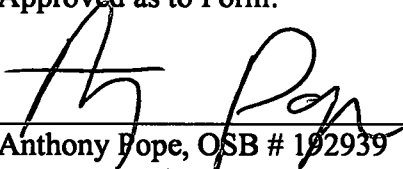


John Herzog, Chair



Christopher S Paasch, Vice Chair

Approved as to Form:



Anthony Pope, OSB # 192939
County Legal Counsel



Court Boice, Commissioner 9-7-22

CURRY COUNTY JOB DESCRIPTION

JOB TITLE: Supervisor of Elections

EXEMPT: Yes

SALARY LEVEL: M

SUPERVISOR: Curry County Clerk

PREPARED BY: Chief Deputy County Clerk

September 2022

POSITION SUMMARY:

This position is deputized under an official oath of office by the County Clerk to supervise, direct, and administer the operation of the County's Elections Office.

The Supervisor of Elections is responsible for the day-to-day conduct and management of the department and of voter registration and matters pertaining to all public federal, state, district, and municipal elections in the County.

Individual in this position is appointed and serves at the pleasure of the Curry County Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

An employee in this classification must be able to perform the following essential functions; other duties may be assigned:

1. Develops, implements, and modifies office goals, objectives, policies, and procedures through continued education required by Oregon Election Law.
2. Diligently seeks out and investigates violations of any election laws.
3. Performs professional and technical work installing, maintaining, and supporting voting equipment, desktop computers and network equipment. End-user hardware and software support in a windows-based environment. Quality control testing of voting equipment. Troubleshoot voting equipment, desktop workstations and related hardware. Conducts and justifies ballot preparatory tests & public certification tests to ensure that each ballot format correctly tabulates ballots in each electoral contest by precinct as required by law.
4. Interprets directives and administrative rules to guide and support local election authorities (county, cities, school, fire, etc.) and the public in the administration of federal, state, and local election laws.
5. Reviews and approves governmental organization's petitions which include formations, annexations consolidations mergers and dissolutions.
6. Reviews, audits, and approves Initiative (creating laws), Referendum (referring County and local governing bodies decisions to voters) and Recall Petitions proposed by citizens of Curry County.
7. Reviews, processes, and approves candidate prospective and perfected petitions and declarations of candidacy.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

8. Coordinates & determines federal requirements issued by the United Postal Service in preparation of the vote by mail process.
9. Prepares and justifies Election Cost Reports (adjustment cost, allocated cost, software license or royalty cost, apportioned cost, dedicated cost) and amortization of election equipment (cost of assets over its estimated economic life) for all taxing districts in Curry County and the State of Oregon.
10. Prepares and trains election boards to work under public observation and scrutiny and to respond accordingly during the ballot counting process.
11. Responds to inquisitions and election issues with the Oregon Secretary of State's Office, the Federal Elections Commission, news media, voters, candidates, special interest groups and all local governing bodies of Curry County.
12. Accommodates redistricting, determines precinct boundaries as required by law; conducts elector eligibility hearings, and investigates elections law violations.
13. Conducts elector eligibility hearings.
14. Prepares ballot design layout, ballot specifications (based on County's taxing districts code area) and proofs ballot text.
15. Defends and justifies Confidential Official Challenges and trains staff to conduct Confidential Official Challenges of a person's right to vote.
16. Comply with all ADA (Americans with Disabilities Act), NVRA (National Voter Registration Act), Help America Voter Act (HAVA), Uniformed & Overseas Citizens Absentee Voting Act (UOCAVA) & Federal Voting Assistance Program (FVAP) requirements as it relates to elections.
17. Prepares, writes, and enforces Curry County Elections Division Security Plan to file with the Secretary of State as required by law.
18. Perform public relation duties concerning election issues with news media, voters, candidate, and special interest groups.
19. Determines and conducts election recounts required by law.
20. Develop and revise elections training programs, instructional manuals, policy and procedure manuals, election forms, and correspondence.

SUPERVISORY RESPONSIBILITIES:

Directly supervises election staff & election board personnel; assigns and monitors duties and work performance; provides training and leadership; explains and interprets Oregon Laws and administrative rules and directives as required; effectively recommends on hiring and firing decisions; reviews and evaluates performance and recommends personnel actions, including employee discipline; may resolve grievances at step one. Provides administrative direction and direct supervision to support personnel.

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QUALIFICATION REQUIREMENTS:

Thorough Knowledge of –

- Oregon Constitution, Revised Statutes, Administrative Rules and Directives; County, City, District, Orders and Resolutions pertaining to Elections Administration and public records and their legal interpretations
- Principles and Supervision and Administration
- Accounting practices and procedures
- Business English, spelling, arithmetic, and modern office technology
- Modern office practices, methods, computer equipment and applications related to the work

Skill in –

- Computer database programming.
- Advanced oral and written communication.
- Project Management.
- Time Management.
- Critical thinking, decision making, and problem-solving.

Ability to –

- Work without supervision.
- Work extensive additional hours during preparation and conducting elections, to include weekends and holidays.
- Maintain Strict Confidentiality.
- Remain neutral on political topics.
- Maintain physical and cyber security.
- Attend specialized elections training to remain current with election laws and procedures.
- Troubleshoot issues to resolve problems promptly.
- Maintain a professional, competent, accurate and dependable manner in all situations.
- Review, analyze and interpret state and federal laws and other requirements impacting election.
- Plan, organize, coordinate, and supervise the work of subordinates
- Communicate in English effectively both verbally and in writing using good form, spelling, and grammar
- Represent the County Clerk before other departments, boards, committees, and commissions
- Acknowledge instruments (Notary)
- Maintain accuracy when required to work extended shifts
- Deal effectively with stress, while assuring attention to detail
- Maintain a good working relationship with outside agencies and other county departments, the public, employees, agencies, officials, candidates, media, and subordinates in a helpful, courteous and tactful manner
- Compile large amounts of data

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Ability to – (cont.)

- Interpret statutory provisions, administrative rules, legal precedent and practices relating to the application of elections law
- Formulate long and short-term strategies to achieve the division's goals; recommends changes in legislation, administrative rules, or division directives

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in Business or Public Administration or another relevant field. plus 4 years progressively responsible elections office experience, of which includes 2 years of professional-level experience analyzing and implementing laws, processes, procedures, practices, and/or policies in a government, corporate, or non-profit environment. Experience must include full-scope supervision, computerized information systems: and/or project planning.

NECESSARY SPECIAL REQUIREMENTS:

Uphold official oath of office, subject to penalties as defined in ORS.
Continued compliance training and education required by Oregon Election Law.
Possess a valid Oregon Driver's License with a good driving record.

Systems administrator for Elections Network which includes: the elections management system, tabulation & reporting system, voter registration program, signature imaging and retrieval program and related modules.

WORK ENVIRONMENT:

Office Complex.

PHYSICAL DEMANDS:

Deal effectively with stress. Required to work regular shifts up to 24 hours and still maintain audit controls. Required to work weekends to meet statutory deadlines. Must be able to lift up to 50 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.