

Deputy Commissioner of Elections Tompkins County

Department: Board of Elections
Classification: Unclassified
Labor Grade: Management Grade 83
Approved: 02/2004
Revised: 01/09; 09/16
By: AF, Commissioner of Personnel

SUGGESTED MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree **AND** three years of public or private sector senior level clerical experience, two years of which must have been in a supervisor capacity; **OR**

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree **AND** five years of public or private sector senior level clerical experience, two years of which must have been in a supervisor capacity; **OR**

(C) Graduation from high school or possession of a GED **AND** seven years of public or private sector senior level clerical experience, two years of which must have been in a supervisor capacity

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

Under the general direction of the Commissioners of Elections, the incumbent executes and administers the laws pertaining to the registration of voters and the designation, nomination, and election of all party and public officials in the County. The work involves administering established procedures for voter registration, the conduct of elections and vote tabulation. An employee in this class provides information to the public on registration and voting procedures, provides forms and assistance in filling out forms and other documents. All other positions within the office shall be subordinate and responsible to the Deputy Commissioner of Elections for the performance of assigned duties. In the course of performing the managerial duties of this position, the incumbent is responsible for developing and recommending to the Commissioners of Elections general policies and procedures for use within the Elections office and its relationship with other units of government. In addition, the Deputy Commissioner of Elections, in conjunction with his or her counterpart, will develop and recommend to the Commissioners of Elections the adoption of internal personnel policies to provide and maintain the efficient and cooperative operation of the office. The work is performed under the general direction of the Commissioners of Elections with leeway allowed for the exercise of independent judgment. Supervision is exercised over subordinate staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Acts for and on behalf of the Commissioners of Elections within the assigned area of responsibility;
- Directs the administration of election laws and regulations;
- Develops and administers organizational and administrative procedures designed to maintain departmental activities on an efficient, timely and effective basis;
- Develops manuals, forms, and other tools to facilitate the recording of votes and to inform the electorate;
- Supervises the preservation of records;
- Renders advice to State and Local officials and the public on matters involving election law under the direction of the Commissioners;
- Analyzes and reports to the Commissioners of Elections on all bills dealing with the elections process;
- Provides public information pertaining to the office by speaking to groups, preparing news releases and generally interpreting the role of the department to the public when a Commissioner is not available;
- Supervises and trains subordinate office personnel;
- Supervises and coordinates training; scheduling and payment of seasonal personnel; including election inspectors and voting machine technicians;
- Supervises and participates in compiling official enrollment records and the posting of registers;
- Supervises the re-canvass of voting machines;
- Supervises the distribution of absentee ballots for all elections to Military; Federal; and local voters;
- Supervises and participates in the counting of all absentee ballots received for each election;
- Supervises and participates in the research and counting of all Affidavit ballots cast for each election;
- Supervises Mail Check activities and processing;
- Supervises NVRA activities and processing;
- Supervises Pollsite contracts; contacts and scheduling for Election Day and voting machines delivery;
- Prepares and compiles data for the Annual Report;
- Assists in preparation of the annual budget needs for the department;
- Prepares surveys and reports on conditions and trends within the office and of external conditions as warranted;
- Prepares and presents reports regarding office activities and results to the Commissioners of Elections;
- Provides guidance to officials in the conduct of local elections when a Commissioner is not available;
- Renders advice in the preparation and distribution of petitions designating and nominating candidates when a Commissioner is not available;

- Supervise poll site contracts, contacts and scheduling;
- Tabulates results from official canvass of votes cast in primary and general elections;
- Compiles statistical data relative to the creation and/or consolidation of election districts;
- Checks and records designating petitions filed for candidacy; Instructs voters in use of voting machines; Registers voters;
- Answers inquiries of the public on the Election Law;
- Enters and retrieves data through the use of a computer terminal;
- Instructs election inspectors in Election Law and voting procedures when designated by an administrative employee of higher rank in the office of the Board of Elections;
- Supervises office staff;
- Supervises technical staff;
- Maintains and purchases office supplies through County purchasing department and directly with vendors;
- Manages payment of accounts payable;
- Manages billing; receipt and deposit of accounts receivable;
- Maintains Voter Registration database;
- Maintains and update Streetfinder database;
- Maintains NYSVOTER database;
- Maintains State Voting Machine Asset Management database;
- Creates content and update information and links for BOE website;
- Writes, edits, and publishes quarterly Election Worker Newsletter.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the Election Law, rules and regulations governing registration and voting in New York State and Tompkins County;
- Thorough knowledge of the principles of office management and administrative practices and techniques;
- Thorough knowledge of office procedures, terminology and equipment;
- Thorough knowledge of the operation and maintenance of office machinery and equipment;
- Thorough knowledge of the use and operation of voting machines;
- Thorough knowledge of Statewide Voter database system (NYSVOTER), on site administration;
- Thorough knowledge of Voter registration and Election software (TEAM), on site administration;
- Thorough knowledge of website content creation and maintenance;
- Thorough knowledge of State Voting Machine Asset Management program;
- Thorough knowledge of data processing techniques applications; Confidentiality, courtesy, tact and good judgement are required;
- Working knowledge of governmental budgeting procedures;
- Working knowledge of business arithmetic and English;
- Ability to plan and supervise the work of others in a manner conducive to high performance and morale;
- Ability to delegate responsibility and to exercise adequate control over the work unit;
- Ability to understand and follow complex oral and written instructions;
- Ability to communicate effectively both orally and in writing;
- Ability to read, review and understand election district maps;
- Ability to establish and maintain cooperative relationships with the public and other governmental and private agencies;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ability to operate an alphanumeric keyboard in support of computer operations at an acceptable rate of speed;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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Specification Originally created February 2004 for factor rating purposes only. Job descriptions are not normally required for unclassified titles.