Assistant Director - Elections

Job Description

Department: Clerk
Position: Career Service
Grade: 727
Supervisory: Supervisor
Reports to: Elections Director

Summary

Under general guidance and supervision of the Elections Director, assists with administering elections functions within the Office of the County Clerk, including voter registration and service, electronic voting system, candidate services, and the full elections process for Utah County. Incumbents serving in this classification represent the Elections Director in his/her absence and must have considerable knowledge of the laws, regulations, ordinances, policies, and procedures related to administering elections.

Essential Functions

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

1. Supervise, plan, coordinate, and evaluate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
2. Identify, evaluate, and address personnel concerns, as directed by the Elections Director.
3. Participate in staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure and in consultation with department leadership.
4. Evaluate performance and conduct performance appraisals.
5. Assist with project management; prepare project management plans; track deadlines and support elections staff with meeting project goals.
6. Plan, direct, and oversee the preparation and administration of all elections for which the County has responsibility; review and approve ballot text and format; oversee the processing of voter registration forms, voter data requests, and other materials to ensure accuracy and completeness.
7. Coordinate the preparation and administration of contracted election services for municipalities and special districts; ensure compliance with all state and federal elections laws.
8. Prepare relevant documents and election statistics for the Board of Canvassers for elections administered by the County.

For Office Use Only

Job Code: 2227
Job Title: Assistant Director - Elections
FLSA: Exempt
Effective Date: 10/23/2026
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Manager

9. Assist with the development of the division budget; review expenditures to verify alignment with division goals and objectives.
10. Prepare and submit federal and state grants to secure funding for the division.
11. Ensure compliance with awarded grant activities and requirements for continued funding; monitor conditions of awarded grants; submit reports and other documentation, as required.
12. Respond to public concerns and issues regarding polling locations, election procedures, processes, and other election matters.
13. Prepare and publish public election notices and press releases regarding election projects and results; respond to media inquiries on behalf of the County Clerk, as authorized.
14. Develop a social media engagement plan to increase voter education and engagement; ensure social media content is accurate and consistent with department and division branding; design and produce relevant and appropriate digital content; assist with selection of layouts and multimedia.
15. Ensure timely and appropriate responses to inquiries on all social media channels.
16. Assist with overseeing and maintaining County electronic voting systems; evaluate systems regularly to identify problems and make recommendations for improvements; oversee pre-election and post-election testing of voting machines to ensure proper functionality; coordinate programming needs with Information Systems.
17. Monitor and maintain election supplies and equipment; compile data and prepare inventory reports identifying needed supplies and equipment; order and receive supplies and equipment; work closely with designated vendors, ensuring accuracy and compliance with Utah Code, County Purchasing Policies, and cost-effective strategies.
18. Develop and update procedures for storing, testing, and transporting equipment; coordinate transportation, including distribution and retrieval of all voting supplies and equipment.
19. Assist with developing and implementing an Event Action Plan (EAP) prepared by the Emergency Operations Center (EOC).
20. Monitor and report on new legislation and revise Standard Operating Procedures (SOPs) to ensure compliance.
21. Perform other duties and projects, as assigned.

Knowledge, Skills, and Abilities

- Considerable knowledge of Federal, State, and Local laws, rules, and regulations relevant to work performed
- Considerable knowledge of elections administration
- Considerable knowledge of democratic principles, governmental structure, and concepts of representative government
- Knowledge of communication principles, methods, and techniques
- Knowledge of continuous improvement principles
- Knowledge of customer service best practices
- Knowledge of the Utah County voting precincts

- Knowledge of voting systems and related applications
- Knowledge of voting machine storage and maintenance
- Knowledge of the basic principles and practices of budget development and administration
- Knowledge of general and fund accounting
- Skilled in supervisory techniques
- Skilled in reading, writing, and accounting
- Skilled in word processing and basic computer programs
- Ability to communicate effectively verbally and in writing
- Ability to motivate and effectively supervise others
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to exercise sound judgment in matters of legal interpretation

Supervisory Responsibility
This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

Work Environment
This job operates in a professional office environment. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. Work requires frequent contact with the public, which exposes incumbents to others' illnesses and to individuals who may be angry, agitated, or otherwise upset. The noise level in the work environment is usually moderate but may be loud in the ballot center during election cycles. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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 required to use manual dexterity to handle, feel, and operate objects, tools, and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and listen. Specific vision abilities necessary for this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to forty (40) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work
Incumbent must work eighty (80) hours each pay period to maintain full-time status. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. Frequent evening and weekend work may be

required during an election cycle, with occasional evening and weekend work required at other times, as job duties demand.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

Required Education and Experience
1. Bachelor's degree from an accredited college or university in Political Science, Business Administration, Public Administration, or other closely related field.
2. Four (4) years of related experience in management, leadership, budget, or project management with progressively increasing responsibility, including two (2) years of supervisory experience and two (2) years of experience related to elections administration.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience
1. Preference may be given to applicants with Certified Election Registration Administrator (CERA) certification or currently pursuing certification.

Additional Eligibility Qualifications
1. Applicants must be a U.S. citizen, 18 years of age or older, and eligible to register to vote.
2. Applicants must possess Certified Election Registration Administrator (CERA) certification or obtain certification within three (3) years of hire date or promotion or reassignment to this classification.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement
It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status, or gender identity.

Other Duties
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 of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Manager

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

Candidate / Employee _____ Date _____

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