



Ballot Center Supervisor

Job Description

Department: Clerk
Position: Career Service
Grade: 721
Supervisory: Supervisor
Reports to: Assistant Director – Elections

Summary

Under general direction of the Assistant Director - Elections, the Ballot Center Supervisor oversees planning, leadership, and supervision for working groups within the ballot processing area. This role supports election related operations and logistics during non-election cycles. This position performs a variety of technical and support services for election systems and software applications, and understands the major functions and capabilities of the statewide voter registration database and related software systems. Incumbent is responsible for generating reports, basic troubleshooting of election systems and software applications, staging of election equipment, and maintaining the Utah County Ballot Center.

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 Assistant Director - Elections.
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. Oversee the setup, testing and use of specialized election and mail processing equipment, and oversee the equipment deployment plan.
6. Support planning, scheduling, and execution of election system processes, such as vote center equipment testing and setup.
7. Oversee ballot programming for Federal, State, County and Municipal Elections; coordinate efforts with department staff, as needed.
8. Oversee processing of returned, completed ballots and undeliverable ballots; coordinate and prepare ballots for scanning to produce election results in a timely manner.

For Office Use Only

Job Code: 6019
Job Title: Ballot Center Supervisor
FLSA: Non-Exempt
Effective Date: 1/2/2025
Public Safety: No

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

9. Perform data sorts and merges and produce lists, labels, and other materials from various records and software systems.
10. Assist with proofreading reports and data for ballot creation and layout.
11. Assist with election audit and canvas report preparation.
12. Lead part-time staff and volunteers in functions related to election day processes, early voting, equipment testing, post-election tasks, and other general information services support.
13. Train and oversee part-time staff and volunteers, and ensure accuracy, accountability, and compliance with governing statutes.
14. Oversee the tracking, transport, set up, maintenance, and support of election equipment and related hardware, software, and network components; coordinate with the Information Systems department, as needed. Track assets utilizing an asset tracking system.
15. Present data to various audiences with varying technical backgrounds.
16. Provide detailed, technical, and informational assistance to County employees, other government agencies, industry professionals, and the general public related to elections.
17. Identify and recommend best-in-class practices, procedures, and technology solutions. Create and maintain standard operating procedure documents.
18. Design, coordinate, and assemble videos, document templates, and graphics in Adobe Suite and other graphic design software.
19. Job duties performed may be modified and may differ from primary duties during times of emergency, or as assigned.

Knowledge, Skills, and Abilities

- Knowledge of voter registration systems
- Knowledge of current federal and state laws governing ballot design
- Knowledge of Utah Election laws and procedures
- Knowledge of elections equipment and software
- Knowledge of personnel management and supervision techniques
- Knowledge of standard office practices, procedures, and equipment
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of processes related to the statutory obligations of the County Clerk
- Knowledge of Clerk Office Policies and Procedures and laws, codes, and regulations relevant to work performed
- Skilled in designing and creating graphics with Adobe Creative Suite or other graphic design software
- Skilled in exporting data for ballot creation and management
- Skilled in transferring information to and from voter registration systems
- Skilled in reading, writing, and basic math
- Skilled in data management and analysis using spreadsheets
- Skilled in using various software applications unique to Utah County and/or the Clerk Office

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- Ability to maintain effective working relationships with colleagues, supervisors, citizens, and external contacts by demonstrating professional communication, collaboration, and respect in all work-related interactions
- Ability to communicate effectively verbally and in writing
- Ability to understand and follow clear work instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to multi-task effectively
- Ability to understand broad objectives and follow general instructions
- Ability to train and lead others in basic election system and software program functions
- Ability to successfully handle multiple demands with short time frames
- Skilled in prioritization, time management, teamwork, and communications skills.
- Ability to administer multiple programs simultaneously.

Supervisory Responsibility

This position has direct supervisory responsibility and does serve 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 computers, phones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to loud. This job requires frequent contact with the public, which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. 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 hear. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors. The employee is required to type, file, and lift supplies up to thirty-five (35) pounds.

Position Type / Expected Hours of Work

Incumbent must work eighty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee.

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In addition to the required 40 hours, 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 five (5) percent.

Required Education and Experience

1. Associate's degree from an accredited college or university.
2. Three (3) years of experience, with at least one (1) year related to elections administration and one (1) year of supervisory experience in any work capacity.
3. Equivalent combinations of education and experience may also be considered, but the one-year of experience related to elections administration cannot be waived.

Preferred Education and Experience

1. Preference may be given to applicants with Olene Walker VOTE certification or currently pursuing certification.
2. Preference may be given to applicants with more than one (1) year of related supervisory experience.

Additional Eligibility Qualifications

1. Applicant must be a registered voter in the State of Utah
2. Applicants must possess Olene Walker VOTE certification or obtain certification within three (3) years of hire date or promotion or reassignment to this classification.
3. 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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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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