



# Elections Administrative Manager

## Job Description

Department: Clerk  
Position: Career Service  
Grade: 725  
Supervisory: Supervisor  
Reports to: Elections Director

### Summary

Under general guidance and supervision of the Elections Director, coordinates election processes throughout Utah County. Performs complex administrative work related to the County Clerk's statutory duties, directing workflow, logistics, and the implementation of election project plans. Supervises and trains Elections Specialists, applies a comprehensive knowledge of election laws and regulations, and serves as representative for the Director as needed.

### Essential Functions

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

1. Direct the implementation of the comprehensive elections project plan; coordinate municipal election processes with cities; ensure all activities meet strict deadlines and compliance with state and federal election laws.
2. Supervise, plan, coordinate, and direct the work of assigned personnel; schedule workload and delegate assignments; oversee training and conduct staff meetings.
3. Make staffing decisions related to the hiring, retention, and training of assigned personnel; evaluate and conduct performance appraisals.
4. Identify, evaluate, and resolve personnel concerns; administer disciplinary actions in accordance with County policy and procedures.
5. Oversee the recruitment and deployment of poll workers; coordinate Election Day workflows; oversee the verification of timecards and authorize poll workers pay vouchers for processing.
6. Administer campaign financial disclosure and conflict of interest disclosure obligations for the Utah County Clerk office; receive, review, and publish disclosure statements in accordance with state law; prepare correspondence, as needed.
7. Coordinate election logistics and facilities; secure voting locations that meet Americans with Disabilities (ADA) regulations and operational standards; manage official correspondence with poll workers, facility owners, and voters.

### For Office Use Only

Job Code: 2027  
Job Title: Elections Administrative Manager  
FLSA: Exempt  
Effective Date: 3/10/2026  
Public Safety: No

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

8. Develop and oversee the poll worker training program; create curricula and educational materials in compliance with Utah Code; ensure Registration Agents and Elections Judges are proficient in voting procedures and equipment operation.
9. Manage election contracts and vendor relationships; negotiate agreements with cities and service providers; initiate contract renewals as directed.
10. Perform post-election procedures and compliance audits; oversee the processing of reconciliation sheets and provisional ballots; participate in the official canvass of election results, as assigned.
11. Coordinate organizational compliance with federal and state regulations, including Section 203 of the Voting Rights Act and the management of Government Records Access and Management Act (GRAMA) public records requests in coordination with the Utah County Attorney's Office.

### **Knowledge, Skills, and Abilities**

- Working knowledge of election administration, including the sequence of events, precinct logistics, and voting equipment lifecycles
- Knowledge of applicable federal, state, and local laws governing elections conduct, including Utah Code, the Voting Rights Act (Section 203), ADA compliance, and GRAMA regulations
- Knowledge of supervisory principles, including performance management, corrective action, and staff development techniques
- Knowledge of government procurement procedures, contract negotiation, and vendor management principles
- Knowledge of campaign finance disclosure requirements and reporting standards
- Skilled in the use of standard office software, including Microsoft Word and Excel and specialized election management systems for data analysis and reporting
- Skilled in technical writing and document composition
- Skilled in developing training curricula and educational materials for adult learners
- Ability to plan, organize, and direct the work of others, including hiring, training, and evaluation performance
- Ability to develop, maintain, and monitor the elections project plan to ensure deadlines are met
- Ability to maintain cooperative working relationships with those contacted during work activities
- Ability to supervise, coach, and train others in basic elections systems and software program functions
- Ability to communicate effectively, both verbally and in writing, with diverse groups including government officials and the public
- Ability to demonstrate systems thinking, data planning and analysis, critical thinking, and problem solving
- Ability to interpret and apply legal codes and regulations to daily operations

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**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. The noise level in the work environment is usually moderate. 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 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 by this job include close vision and the 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. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required 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. Bachelor's degree in Political Science, Business Administration, Public Administration, or other closely related field.
2. Three (3) years of increasingly responsible elections operations, logistics, or administration experience, including one (1) year of lead or supervisory experience.
3. Equivalent combinations of education and experience may also be considered; however, education may replace only one (1) year of experience.

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**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 Certified Election Registration Administrator (CERA) certification.
- 3. Preference may be given to applicants with government work experience.

**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 Olene Walker VOTE certification or obtain certification within three (3) years in position.
- 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.

**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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