



# Elections Coordinator

## Job Description

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

### Summary

Under general guidance and supervision of the Assistant Director – Elections, coordinates election processes throughout Utah County. The Elections Coordinator performs complex administrative work related to the Utah County Clerk statutory duties and oversees and directs workflow. The incumbent participates in planning and logistical preparations for elections, including monitoring and implementing the elections project plan. The Elections Coordinator may represent the Elections Director as needed and must have a solid understanding of the application of laws, regulations, ordinances, policies, procedures, and standards to responsibilities, assignments, and processes related to the election process. Supervises, trains, and oversees task assignments of Elections Specialists.

### Essential Functions

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

1. Monitor and implement the elections project plan; ensure tasks are completed in a timely manner for successful election execution.
2. Supervise, plan, coordinate, and evaluate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
3. Identify, evaluate, and resolve personnel concerns.
4. 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.
5. Evaluate performance and conduct performance appraisals.
6. Compile, maintain, and review all reports, daily work records, timecards, payroll information, work specifications, and appropriate personnel documentation for assigned employees.
7. Coordinate general and other required elections, including the municipal election process with cities; assist with carrying out election responsibilities; ensure compliance with all state and federal elections laws.
8. Maintain communication with candidates who are subject to financial disclosure requirements of the Utah County Clerk office; receive and publish financial disclosure statements received in accordance with state law; prepare correspondence, as needed.

### For Office Use Only

Job Code: 2224  
Job Title: Elections Coordinator  
FLSA: Non-exempt  
Effective Date: 3/12/2024  
Public Safety: No

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

9. Coordinate and ensure appropriate voting locations are secured and meet ADA requirements and elections specifications.
10. Prepare correspondence to poll workers, polling locations, and voters.
11. Develop poll worker training curriculum; provide election education training materials; coordinate and conduct training for Registration Agents and Elections Judges in compliance with Utah Code; ensure poll workers are properly trained on voting procedures and on operating voting equipment.
12. Assist with negotiating and maintaining contracts with cities and vendors; initiate contract renewals, as directed.
13. Coordinate Election Day activities and workflow for election staff and poll workers.
14. Oversee recruitment of poll workers.
15. Perform post-election functions related to reconciliation sheets, provisional ballot processing, and processing poll worker pay vouchers.
16. Participate in the elections audit process and canvass of election results, as assigned.
17. Coordinate compliance with section 203 of the Voting Rights Act by the County in the conduct of its elections.
18. Perform other duties and projects, as assigned.

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

- Working knowledge of election administration
- Knowledge of applicable federal, state, and local laws, rules, processes, and regulations governing the conduct of elections
- Knowledge of the sequence of election events
- Knowledge of the Utah County election voting precincts
- Skilled in supervisory techniques
- Skilled in reading, writing, and accounting
- Skilled in word processing and basic computer programs
- Skilled in creating spreadsheets
- Skilled in document composition
- Skilled in demonstrating a high level of attention to detail
- Ability to apply knowledge of elections administration as a participant in the decision-making process
- Ability to maintain and monitor the elections project plan
- 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 assign, supervise, and evaluate the work of others
- Ability to address performance problems and initiate corrective action
- Ability to communicate effectively verbally and in writing

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- Ability to demonstrate systems thinking, data planning and analysis, critical thinking and problem solving
- Ability to demonstrate adaptability and implementation of innovation
- Ability to exercise good judgment in matters of legal interpretation

### **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 a laptop, desktop, smartphone, 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 hear. 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. Associate degree from an accredited college or university in Political Science, Business Administration, Public Administration, or other closely related field.
2. Three (3) years of increasingly responsible elections coordination experience.

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3. Equivalent combinations of education and experience may also be considered; however, education may replace only one (1) year of experience.

**Preferred Education and Experience**

1. Preference may be given to applicants with Certified Election Registration Administrator (CERA) certification.
2. Preference may be given to applicants with lead or supervisory experience.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. 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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