



Elections Director

Job Description

Department: Clerk
Position: Career Service
Grade: 730
Supervisory: Supervisor
Reports to: County Clerk

Summary

Under general direction of the County Clerk, plans, directs, and administers all federal, state, and local elections held within the county. Ensures strict compliance with all governing election laws and manages the elections functions including voter registration databases, electronic voting systems, candidate services, and the full elections process for Utah County.

Essential Functions

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

1. Plan, direct, and oversee the comprehensive preparation and conduct of all federal, state, and local elections within County jurisdiction.
2. Supervise, plan, coordinate, and direct the work of assigned personnel; schedule workload and delegate assignments; oversee training and conduct staff and supervisor 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. Implement policies established by the County Clerk and new legislation to ensure the division's program and service delivery align with all legal mandates and ethical standards.
6. Review and approve all official ballot text and format; oversee the processing of voter registration forms, voter data requests, Certificates of Election, and other official materials; ensure accuracy and promptly resolve all discrepancies.
7. Oversee and maintain the County's electronic voting system; coordinate all programming and functional needs related to the voting system, voter registration database, and Geographic Information Systems (GIS) functions directly with the Information Systems (IS) Department; coordinate cybersecurity and data integrity efforts with IS Department and relevant State and federal agencies.
8. Prepare detailed bid specifications for election equipment and services; regularly evaluate all election systems to identify operational problems and recommend strategic improvements and

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Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Division Director

planning initiatives for long-term election modernization, accessibility, and security; develop, update, and enforce strict procedures for securely storing, maintaining inventory, transporting, and conducting pre- and post-election testing of voting machines.

9. Collaborate with the County Clerk to develop and administer the division's annual budget; oversee all expenditures and manage the budget to meet strategic program goals and objectives; prepare and submit applications for state and federal grants to secure supplemental funding for election services and technology improvements.
10. Monitor and maintain inventory of election supplies; compile necessary data and prepare reports to accurately identify supply needs for upcoming elections and manage the ordering and receipt processes; work closely with designated vendors to ensure accuracy compliance with Utah Code and County Purchasing Policies, and adherence to cost-effective quality standards.
11. Manage the organization and secure storage of all election supplies and equipment, including voting machines, ballots, and ballot boxes; coordinate the precise distribution and timely retrieval of these assets to and from all polling and processing locations; ensure proper environmental controls, including humidity and temperature controls, for these assets.
12. Coordinate Election Day activities and workflow with election staff and poll workers; oversee the recruitment and comprehensive training of poll workers on all voting procedures and equipment operation; ensure County compliance with [Section 203 of the Voting Rights Act](#) in the conduct of all elections.
13. Conduct and manage all primary, general, and special elections; coordinate contracted election services for local districts and municipalities and ensure full compliance with state and federal election law.
14. Manage all election correspondence, providing necessary information to poll workers, candidates, political parties, the State Elections office, polling locations, and voters; develop the curriculum and conduct mandatory training for all poll workers, registration agents, and elections judges in accordance with Utah Code.
15. Manage election policy development, implementation, and compliance with all state and federal code; direct the creation and revision of forms and schedules; draft proposed statutory changes to the Utah Election Code; interpret, clarify, and explain County policies, procedures, and relevant laws and regulations.
16. Compile and analyze statistical data and prepare related reports and recommendations; determine data processing and programming needs and ensure the development and implementation of automated programs necessary for the efficient and successful conduct of elections.
17. Serve as the primary liaison and subject-matter expert to legislative committees, the Utah Association of Counties (UAC) political parties, citizen groups, media, and voters to educate the public on election procedures and processes; prepare and publish official election notices and respond to all public concerns regarding polling locations.
18. Oversee, direct, and maintain the Disaster Preparedness and Continuity of Operation Plan (COOP).

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19. Represent the County Clerk at various meetings concerning election services.
20. Perform other elections-related duties as assigned.

Knowledge, Skills, and Abilities

- Considerable thorough knowledge of all Federal, State, and Local election laws, rules, and regulations including Help America Vote Act (HAVA), National Voter Registration Act (NVRA), and Voting Rights Act (VRA)
- Knowledge of election administration and philosophy, democratic principles, governmental structure, and concepts of representative government
- Knowledge of leadership principles and practices, including the ability to motivate and guide staff, manage multiple priorities, and maintain effective organization of projects and resources
- Knowledge of communication principles, public relations methods, and customer service best practices for effective stakeholder and voter engagement
- Knowledge of the Utah County election voting precincts, polling locations, and motor vehicle laws related to voter registration compliance
- Knowledge of physical and cyber security related to election technology, voting systems, data maintenance, and equipment storage
- Knowledge of the basic principles and practices of budget development, grant administration, and general fund accounting
- Knowledge of the principles of Disaster Preparedness and Continuity of Operations Planning (COOP)
- Knowledge of cybersecurity principles and election technology management.
- Skilled in applying and interpreting complex federal and state statutes to draft, revise, and implement official policies, procedures, and statutory changes
- Skilled in developing comprehensive training curriculum and conducting mandatory training programs
- Skilled in reading, writing, and accounting
- Skilled in technical writing, including preparing detailed bid specifications for election equipment, official election notices, and formal reports
- Skilled in data analysis, report preparation, and determining programming and automation needs for election efficiency
- Skilled in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Teams
- Ability to communicate effectively, both verbally and in writing
- Ability to prepare and submit competitive grant applications for state and federal funding
- Ability to direct, manage, and motivate personnel effectively
- Ability to coordinate complex, multi-functional projects under strict deadlines
- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities

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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 primarily 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 exposes the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable 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 listen. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to twenty-five (25) pounds. The employee occasionally 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. 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. Bachelor's degree in Political Science, Business Administration, Public Administration, or other closely related field.
2. Five (5) years of progressively responsible elections administration, management, and governmental compliance experience, including two (2) years of supervisory experience.
3. Equivalent combinations of education and experience may also be considered.
4. Education may not be substituted for the required supervisory experience.

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Preferred Education and Experience

- 1. Strong preference may be given to applicants with Certified Election Registration Administrator (CERA) certification.
- 2. Preference may be given to applicants with state level elections administration certification or training.

Additional Eligibility Qualifications

- 1. Selected applicants who do not possess Certified Election Registration Administrator (CERA) certification will be required to obtain (CERA) certification within three (3) years of hire date.
- 2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 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.

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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