



Elections Project Specialist

Job Description

Department: Clerk
Position: Career Service
Grade: 720
Supervisory: No
Reports to: Assistant Director – Elections

Summary

Under general guidance and direction of the Assistant Director – Elections, prepares, circulates, and oversees press releases and content for media outlets, including local, national, and social media. Coordinates and prepares media responses and plans and executes community engagement events. Maintains elections website to provide accurate information to the public. Facilitates key projects in the Elections Office and coordinates schedules for major deadlines. Incumbents serving in this classification collaborate with local universities and community organizations to increase voter education and improve voter engagement.

Essential Functions

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

1. Draft and prepare press releases for approval; issue approved press releases to local and national media outlets regarding elections projects and elections results; respond to media inquiries on behalf of County Clerk, as authorized.
2. Coordinate community outreach for the Utah County Elections Office; provide voters with necessary information to participate in vote-by-mail and other methods.
3. Plan and execute community engagement events with local universities and organizations to increase voter education and engagement.
4. Develop a social media engagement plan to increase voter education and engagement; create social media content and respond to the community, as needed.
5. Assist with project management; prepare project management plans; coordinate schedules, as needed; track deadlines and support elections staff with meeting project goals.
6. Assist with monitoring and maintaining elections supplies and equipment; perform inventory, as needed.
7. Track and monitor legislative session bills that pertain to elections and the Clerk's Office; communicate weekly updates during the legislative session; ensure compliance with the law by updating the Clerk's office on legislative changes.
8. Coordinate GIS and mapping updates with the Information Systems Department; communicate precinct changes, as needed.

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FLSA: Non-Exempt
Effective Date: 3/12/2024
Public Safety: No

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

9. Ensure security and maintenance of ballot drop boxes and coordinate ballot retrievals during elections; monitor drop box cameras and report concerns, as needed.
10. Research, prepare, and submit grant applications to local and national organizations; ensure grant requirements are fulfilled under supervision of the Elections Director.
11. Review and maintain accurate content on the County elections website; ensure deadlines are posted in advance; update content for upcoming elections and ensure compliance with state code.
12. Oversee special projects, as assigned.
13. Perform duties of Elections Specialists, as needed, and other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of county ordinances, state code, and other laws and regulations relevant to work performed
- Knowledge of elections administration
- Knowledge of elections equipment and software
- Knowledge of processes related to the statutory obligations of the County Clerk
- Knowledge of general organization and functions of county government
- Knowledge of grant writing and grant application processes
- Knowledge of proper grammar, spelling, and punctuation
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and spreadsheets
- Skilled in public relations
- Skilled in using various software programs unique to Utah County and/or the Clerk's Office
- Ability to communicate effectively verbally and in writing
- Ability to coordinate media inquiries with the County Clerk and the Elections Director
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to maintain confidentiality of sensitive records and information
- Ability to create and maintain record keeping, filing systems, and other work processes
- Ability to type accurately and at an acceptable rate, based on job duties

Supervisory Responsibility

This position has no direct supervisory responsibility but 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. This job requires frequent contact with the

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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 regularly sits at a desk or table and is regularly required to walk, stand, or stoop. The employee regularly works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and occasionally lift supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (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. 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 Business, Political Science, Marketing, Communications, or similar field.
2. Two (2) years of work experience related to elections, project management, public relations, and/or social media.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.
2. Preference may be given to applicants who are a Certified Election Registration Administrator (CERA).

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.

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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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