

**Election Administrator
Lavaca County**

Duties:

- Perform voter registration duties of the county
- Perform the duties of organizing and conducting elections for the county
- Hire, supervise and train department employees
- Recruit, train and supervise elections workers
- Custodian of election equipment and all election records
- Effectively manage public relations for the EA office by providing election information, issuing press releases, conducting interviews and participating in interviews with the media
- Prepare, present and manage the annual departmental budget and Chapter 19 Funding.
- Make reports to and work closely with the County Election Commission as well with the County Commissioners Court
- Provide the clerical assistance needed by the Commissioners Court in canvassing precinct election returns
- Filing of petitions, determining their validity and any other matters preceding the ordering of the election
- Be willing to work and possibly contract with other political subdivisions in the county for their election needs
- Attend annual Texas Secretary of State Election Law Seminar and any other functions deemed necessary
- Represent the county in an honest and professional manner
- Serve as guest speaker at various community organizations as requested to discuss election activities and the tabulation of votes
- Perform any and all other duties of an Election Administrator as set forth in the Texas Elections Code

Qualification Requirements:

Experience:

- Prior experience or possession of a knowledge of voter registration and election function duties preferred.
- 1 year experience in related field.
- Should have management, supervisory and budgetary experience.
- Above average computer skills with knowledge in Excel and Word

Education: High School Education or equivalent.

Special Requirements:

- Excellent written and verbal communication, management, supervisory and organizational skills
- Must be a qualified voter of the state
- May not be a candidate for a public office or an office of a political party, hold public office, or hold an office of or a position in a political party
- Must have a valid Texas driver's license and be bondable
- Must be able to perform duties in a non-partisan manner
- Must meet and abide by any and all requirements set forth in the Texas Election Code
- Must be able to exercise tact and discretion in handling confidential records
- Must be able to exercise tact and courtesy in frequent contact with various county personnel, public officials and the general public
- Ability to recruit, train and supervise election workers
- Ability to obtain and maintain any and all certification as required by the State of Texas
- Ability to handle public scrutiny and stressful situations
- Ability to effectively maintain media and public relations matters

Physical and Environmental Requirements:

- Sometimes long, irregular and weekend hours for voting, election schools, speaking engagements and deputizing deputy voter registrars
- Occasional lifting of material over 40 pounds such as ballots, boxes, combination forms and training materials
- Occasional travel required