

# COUNTY OF SOLANO

## ELECTION COORDINATOR

Rev 07/05

### DEFINITION

Under direction plans, organizes, performs, and supervises the activities and assigned staff of one or more election programs of the Registrar of Voters.

### DISTINGUISHING CHARACTERISTICS

Positions in this class independently perform a variety of complex and difficult technical elections related work in assigned programs while supervising other employees engaged in similar activities. This class is distinguished from the Elections Manager who has overall responsibility for the day-to-day operations of the Elections Division.

### EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to the following:

1. Plan and implement precinct consolidations for elections; determine supply and equipment needs for polling places and supervise assembly and distribution of supplies; organize and establish routes for distribution and collection of polling place election supplies and equipment.
2. Develops and implement Election Day trouble-shooting procedures for the polling places and precincts. Monitors the recruitment and assignment of poll workers and conducts training workshops on process and procedures used in elections.
3. Coordinates and supervises the election activities related to precinct and district mapping; ensures the accuracy of district and precinct changes; performs computer operations such as running daily and weekly file backups; prepares tapes and computer disks and oversee official election records according to applicable record retention procedures.
4. Executes computer programs to produce tapes and reports for candidates; coordinates candidates filing for office and determines if candidate meets legal requirements to campaign and serve in office if elected. Coordinates with the Secretary of State's office to establish certified list of candidates. Coordinates and supervises the filing and processing of election related documents.
5. Determines acceptability of candidate statements, arguments, rebuttals and analyses submitted for publication in the Voter's Information Pamphlet; assists in creating and proofing the pamphlet. Develops and prepares candidate information manuals, candidate instruction packets forms and calendars.
6. Plans, coordinates and supervises the candidate filings and nominations. Processes and ensures legal requirements are met. Enforces the Fair Political Practices filing requirements and assesses penalties for failure to file. Serves as the filing officer for Solano County for Statements Economic Interests.

7. Coordinates and supervises the absentee division including applications and signature verification. Maintains the data base to ensure eligible voters receive ballots when requested; maintains the permanent absentee voter database ; ensures absentee voter drives meet state requirements. Determines the eligibility of voters' absentee or provisional ballots. Supervises the official canvass of ballots after the election.
8. Supervises the processing of voter registration affidavits, voter notification cards and voter address confirmation cards.
9. Prepares documentation to report cases of fraudulent voter registration or voting to the District Attorney and the Secretary of State's Investigation Division.
10. Supervises, trains, and monitors the activities of permanent and extra help employees; evaluates employee work performance, assesses workload of employees and make short term adjustments to assignments; assists in the hiring process.
11. Updates, develops, and implements office procedures to comply with Federal and State laws and county codes. Maintains, reads and interprets election laws and regulations to assure current knowledge of all requirements and revisions.
12. Conducts ongoing logic and accuracy testing of election equipment. Oversees warehouse activities, equipment maintenance and inventory.
13. Performs other related duties as assigned.

## **QUALIFICATION GUIDELINES**

### **Education and/or Experience**

Two (2) years of lead or progressively responsible experience preparing, processing tracking and evaluating the activities relating to conducting federal, state, local and special elections; or two (2) years of general office experience that included lead responsibility for a large, routine or small complex work unit with experience in supervision and technical operations and some elections related experience. Experience may have included working in an elections office and completing tasks related to conducting elections and/or participating in a variety of election activities.

OR

Completion of 60 semester units or 90 quarter units of coursework from an accredited college or university with coursework in Government, Political Science, Business Administration, Business Management or a closely related field.

### **Knowledge/Abilities**

Knowledge of office procedures and practices, election practices and principles; election records-keeping systems; voting equipment operation and user/routine maintenance manuals; California Election Codes; District Maps; county policies and procedures; State and Federal laws on election practices and programs. Knowledge of database, word processing and spreadsheet applications.

Ability to plan, organize and evaluate the functions and activities of election programs and processes. Assist in the development of ballots and sample ballots; prepare correspondence, statistical reports, and legal documents; communicate effectively both orally and in writing; schedule and prioritize work to meet constant and changing deadlines; assign, supervise and evaluate the work of permanent staff and extra help staff. Operate the computer to input, access, manipulate and analyze a variety of data.

### **SPECIAL REQUIREMENTS**

Possession of, or the ability to obtain a valid California Class C driver's license is required.

Independent travel may be required

### **SUPPLEMENTAL INFORMATION**

None

### **ADA COMPLIANCE**

#### **Physical Ability**

Tasks involve the ability to exert moderate physical effort in sedentary to light work, which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate to heavy weight (30 - 90 pounds). Tasks may involve extended periods of time at a computer keyboard.

#### **Sensory Requirements**

Some tasks require visual perception and discrimination.

#### **Environmental Factors**

Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness. Tasks may risk exposure to adverse environmental conditions, such as temperature, machinery, and electric currents.

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YOLANDA IRIGON  
Director of Human Resources

EST. DATE: June 2002  
CSC DATE: July 13, 2005

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