

**INGHAM COUNTY  
JOB DESCRIPTION**

**ELECTION COORDINATOR - COUNTY CLERK**

**General Summary:**

Under the broad administrative direction of the County Clerk. Responsibilities include review and filing, ballot preparation and distribution, computer tabulation, ordering and providing election supplies, training elections workers, certifying elections results, and coordinating all other aspects of elections. Review and determine compliance with campaign finance laws, notify candidates of violations and fines owed.

**Essential Functions:**

1. Collects and assimilates information needed for ballot preparation and puts it into an organized format.
2. Oversees the preparation, editing, and proofing of ballots generated on ballot printing software.
3. Discusses problems, concerns and election law requirements with local clerks, candidates, and the general public.
4. Coordinates voting activities with cities, townships, and school boards by providing officials with information concerning the voting process and campaign financing and notifies them of requirements as set forth by law, rules and Secretary of State notices.
5. Consults with the State Elections Bureau regarding election matters.
6. Plans and organizes the duties and activities of the County Board of Canvassers, County Election Scheduling Committee, and the County Election Commission.
7. Solicits bids for supplies and services and consults with the Clerk on which vendor should be selected. Orders all election, voter registration, and campaign finance supplies, including supplies for voting machines. Verifies billings, distributes supplies to local jurisdictions, and maintains inventory.
8. Develops training materials and provides training for election inspectors.
9. Bills local jurisdictions for items relating to elections. Maintains an invoice log and records payments as they are received.
10. Directs the day to day responsibilities of the Elections Clerk. Participates in and advisory capacity in the screening and interviewing process for new employees. Orients and trains news employees. Discusses performance issues with the County

Clerk and recommends and offers advice regarding disciplinary and/or corrective actions. In consultation with the Chief Deputy Clerk/Internal Operations, approves requests for leave and other scheduling issues.

11. Represents the County Clerk's Office to the media on election issues and at election-related meetings of various boards and commissions.
12. Assists Chief Deputy in the development of and oversees expenditures of a \$400,000 budget.
13. Oversees staff on election night.

### **Other Functions**

11. None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

### **Employment Qualifications**

**Education:** Possession of a Bachelor's Degree, or equivalent, in Political Science, a social science, or a related field.

**Experience:** Five to seven years of experience providing a familiarity with the State election laws and election procedures. Requires experience with computer systems related to that used in the elections process.

### **Other Requirements:**

Must have excellent interpersonal and communication skills with a emphasis on customer service. Must be able to resolve disagreements, disputes, or conflicts that assist the customer yet stay within the confines of law and policy. Leads training and educational sessions involving new policies and changes as a result of law. Must have excellent computer skills and the ability to learn new systems quickly. Must have possession of a valid Michigan driver's license. Must be free of Federal or State felony conviction as well as any misdemeanors relating to breach of trust, fraud, embezzlement, or dishonesty in carrying out a responsibility involving public trust.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute*

*employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

With or without accommodations, this employee must be able to work responsibly alone to manage the Election functions of the County Clerk and perform high quality and complex managerial and bookkeeping functions. Must be capable of managing own time.

May lift, carry, push, and/or pull weights up to 30 lbs. across the office occasionally during the day.

Stands, sits, bends, and squats throughout the day for varying lengths of time.

Climbs ladders and stairs to access shelves and storage areas occasionally throughout the day.

Must be able to operate a PC and other computers using windows environment on a wide area network.

Must be able to attend for the purpose of this work, evening meetings.

Answers and utilizes standard voice telephone for communications with the general public.

**Working Conditions:**

Works in office conditions.

Must be able to drive to various offices and agencies throughout the County. Must be able to work evenings and extended hours.