



County of Berks POSITION DESCRIPTION FORM

| | | | |
|------------------------|---|--|--------------------------------------|
| Position Title: | Director of Election Services | | |
| Department: | Election Services | Reports To: (Title) | County Administrator |
| Effective Date: | July 1, 2005 | Revision Date: | August 16, 2016 November 12, 2020 |
| Wage Category: | <input checked="" type="checkbox"/> Exempt | <input type="checkbox"/> Non-Exempt | |
| EEO-1 Category: | Officials/Administrators | Union Classification: | N/A |

POSITION SUMMARY:

This position is responsible for managing the personnel and resources of the Berks County Election Services Department. The employee in this position is responsible for directing the registration of voters and the entire election process for all primary, general, and special elections.

Supervision is exercised over a staff of technical and clerical staff. Work is performed with a high degree of independence under the general administrative supervision of the County Administrator and is subject to policy guidelines, practices and procedures, and legal, regulatory, and contractual standards.

POSITION RESPONSIBILITIES:

ESSENTIAL FUNCTIONS:

1. Supervises staff as assigned through review of work, training and technical supervision of employees, assignment of work and evaluation.
2. Secures necessary workers to staff local precinct election boards.
3. Instructs all newly appointed or local election officials in their duties and responsibilities of running their elected district.
4. Monitors legal actions and pending legislation on what kind of impact they will have on polices and procedures.
5. Researches and prepares various required and ad hoc reports.
6. Prepares and completes grant applications in a timely fashion.
7. Designs and oversees production of required forms and documents in compliance with laws of Commonwealth and Federal Government in conjunction with election administration.
8. Responsible for training of all poll workers, including bilingual interpreters.
9. Coordinates delivery/retrieval of voting machines before and after each election.
10. Organizes testing of unofficial tabulation and reporting of election results utilizing six remote stations on election night.
11. Oversees Official Computing Board, certifies official election results to State Bureau of Elections, and issues certificates of election to successful candidates.
12. Utilizes GIS software to design/create/edit city, township/borough precinct boundaries as required by decennial census, and voter registration totals.
13. Reviews all expenses submitted by candidates for compliance with State Campaign Finance Expense Reporting law.

14. Prepares and delivers public presentations to schools and civic associations to provide information on the election process.
15. Prepares annual budget using previous year's figures to project workload for the next year.

MINIMUM EDUCATION AND EXPERIENCE:

- Bachelor's Degree in public administration, Computer Science, or related field.
- Five years of experience in a capacity which would provide the requisite knowledge, skills, and abilities.
- Must be eligible to register to vote in Pennsylvania. To be eligible to register, the incumbent must be at least 18 years of age, a citizen of the United States, and a resident of Pennsylvania at least 30 days prior to any election.
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the organization and functions of County government.
- Knowledge of pertinent Federal, State, and local rules and regulations; procedures and polices of County Election Board; County Code; and Township/Borough Codes.
- Knowledge of the legislative and administrative process.
- Knowledge of software associated with election process.
- Skill in the operation of a variety of computer software applications.
- Ability to work flexible schedule, including extensive hours during elections.
- Ability to express ideas clearly and concisely through preparation of written material and public speaking.
- Ability to analyze and evaluate problems and develop valid conclusions and recommendations.
- Ability to manage multiple projects simultaneously.
- Ability to develop effective relationships with department heads, agency directors, elected officials, candidates, media representatives, and the public.
- Ability to handle stress.
- Physical presence in the office is required.

WORKING ENVIRONMENT:

Normal office environment. Position requires occasional travel. Incumbent needs access to transportation.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.