SAN JUAN COUNTY
POSITION DESCRIPTION

Position Title: Elections Administrator
Date: Revised 3/14/2007
Reports to: Auditor
Department: Elections/Auditor
FLSA Status: Nonexempt

BASIC FUNCTION: Organizes/plans/conducts all elections in San Juan County as authorized/delegated by the Auditor in accordance with Title 29 of the RCW and Title 434 of the WAC, including planning and coordination of all the pre- and post-election activities to ensure that they are conducted according to statute, to ensure that ballots are counted and properly handled, to ensure that citizens are adequately informed and to inspire public confidence in the election process. Maintains voter registration records in compliance with the National Voter Registration Act (NVRA), the Help America Vote Act (HAVA), Title 29A of the RCW and Title 434 of the WAC. Works independently with unusual or sensitive problems referred to the Auditor for concurrence or resolution. Work is reviewed through consultation with Auditor for quality, accuracy and the accomplishment of goals. Provides and supervises public voter outreach programs.

MINIMUM QUALIFICATIONS: College/professional degree, and three years of progressively responsible administrative experience, or any combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the essential job functions. Requires U.S. Citizenship and registration as a voter in San Juan County. Must be able to qualify for Washington State Election Certification within 24 months of date of hire including participation in 40 hours of conferences and workshops as specified in WAC 434-260 and RCW 29A.04.540. Requires valid Washington Drivers’ License and good driving record. Must be able to obtain a Notary Seal.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Conducts regular and special elections for federal, state and local offices (County, Town of Friday Harbor, junior taxing districts). Develops procedures to implement election laws and practices to ensure San Juan County’s compliance with Title 29A of RCW and Title 434 of WAC. Educates departmental staff, County officials, elected officials, schools, junior taxing districts and the public about the election process to ensure/maintain public confidence in the electoral process.

*2. Assists with hiring and evaluating staff. Trains and directs the work of office support staff (Elections Assistant), including training on all computer equipment and voter registration procedures/policies/reports.

*3. Administers the voter registration program in San Juan County. Maintains official voter registration records in accordance with RCW and NVRA. Verifies all voter registration records with the Washington State Voter Registration Database. Drafts and distributes legal notices such as close of voter registration to the public, media and candidates. Educates the public in any changes in voter registration laws, policies and procedures to ensure voter confidence in the electoral process.

*4. Responds to constituent and customer inquiries regarding program results, procedures and activities involving areas of significant public/political visibility and sensitivity.

*5. Administers pre-election duties: determines and notifies county, town, schools and junior taxing districts of office vacancies and the election dates for such vacancies; researches and
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advises junior taxing districts of election issues and proposition language in consultation with County Auditor/Prosecutor; advises candidates of filing requirements and public disclosure requirements/forms; receives, verifies and processes all filings (during filing week) and records/files PDC forms from candidates; conducts lot drawing to determine candidate position on the ballot, requiring extensive communication with candidates and media. Ensures proper legal notices are published.

*6. Designs ballots for each precinct, reviews ballots for accuracy, and obtains County Prosecutor/Auditor approval. Administers the ballot distribution policies/procedures in accordance with Title 29A of RCW, within stringent deadlines. Administers ballot accountability procedures/policies. Publishes any legal notices associated with absentee/vote-by-mail ballots. Educates political parties, candidates, and the public about changes in absentee/vote-by-mail policies/procedures. Recruits, organizes and trains inspection boards to process absentee and vote-by-mail ballots.

*7. Programs the ballot system for tabulation of ballots and formatting reports to meet RCW requirements. Performs extensive testing of the accuracy of the tabulation equipment and ballots, including coordination/organization of a formal Logic & Accuracy test, with a representative of Secretary of State’s Election Office in attendance. Publishes legal notice of such test. Assesses technology needs for election equipment; consulting with Central Services, Auditor and technical support vendors. Performs routine trouble shooting on the election system.

*8. Supervises the distribution and processing of vote-by-mail ballots. Helps voters with inactive status or changes of address. Receives ballots during an election. Ensures accurate accounting of ballots issued, returned and voted. Ensures ballot secrecy and security. Coordinates the accommodation of political and public observers. All activities in the elections office during an election are subject to the Open Public Meetings Act, (RCW 42.30). Invites political party members to observe election activities in accordance with RCW 29A.40.100.

*9. Administers and organizes post-election day activities within a 10-20 day deadline: reviews/investigates provisional ballots, gives credit for voting, prepares certification reports for Canvass Board and Secretary of State’s Office, issues notice of election to successful candidates, informs County Assessor, state agencies and financial groups of successful tax levies. Disseminates election results to public, media and candidates in such a manner as to ensure public confidence in the electoral process. Administers any recounts in consultation with Auditor and Secretary of State’s office. Recruits, supervises and trains recount boards. Drafts/publishes canvass and recount legal notices. Disposes/stores/records election files and supplies in accordance with State Archives Office.

*10. Administers/organizes the county’s Voter’s Pamphlet in accordance with the RCW 29A.32 and county ordinance 7-1994 and the county’s interagency agreement with the Secretary of State’s office. Effectively communicates with political candidates, political parties, local printer and state voter pamphlet coordinator to establish and meet strict guidelines.

*11. Administers elections office budget in consultation with Auditor. Tracks election costs and then bills the appropriate districts for their share of the cost of an election; collects revenue from such billing. Effectively communicates with State/County/junior taxing districts, public, vendors, political candidates and parties.

*12. Administers San Juan County’s voter outreach program, coordinating such activities with outside agencies and political parties. Represents the County and does public speaking to service organizations, League of Women Voters, schools and political parties. Represents the Auditor at public meetings on election matters. Makes public presentations on election policies and procedures.

*13. Maintains Election Administrator certification including a minimum of 18 hours of continuing education per year. Each County must have at least two certified people among those who are involved in the conduct of elections. (RCW 36.22.220)

*14. Purchases all supplies and equipment for the elections office.

*15. Writes and maintains a current procedure manual for elections.
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*16. Maintains and updates the elections office website.*

*17. Bills the Town of Friday Harbor annually for their share of voter registration costs.*

*18. Reviews and revises precinct lines based on the U.S. decennial census according to RCW 29A.16.040. Provides precinct and census data to the Secretary of State in preparation for the U.S. Census.*

*20. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.*

21. Other duties as assigned.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

**PHYSICAL AND MENTAL REQUIREMENTS:** Requires frequent sitting, standing and occasional walking. May occasionally be required to lift object weighting 20-30 lbs and more infrequently 50 lbs with both hands and arms. This position frequently requires continuous hand and finger movement due to extensive computer work. This position also requires visual acuity at 20 inches or less to view accuracy of signatures on scanner, ballot layout and various election reports produced by computers. The employee must be able to talk, receive and understand written and oral communication and give written and oral instruction. The position requires the ability to occasionally calculate mathematical problems.

**EQUIPMENT REQUIREMENTS:**

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<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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<tbody>
<tr>
<td>Computer</td>
<td>6</td>
<td>Daily x</td>
</tr>
<tr>
<td>Telephone / Fax</td>
<td>2</td>
<td>Weekly x</td>
</tr>
<tr>
<td>Printer</td>
<td>1</td>
<td>Monthly x</td>
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<tr>
<td>Vehicle</td>
<td>1</td>
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<tr>
<td>Copy machine</td>
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**WORKING CONDITIONS:** Normal office environment with occasional travel to other islands or to the mainland to attend training/conferences via plane, boat and automobile. Requires willingness to work overtime up to 20 hours per day during elections.