

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Dan Lonai, Administrative Services

PROGRAM: Records and Elections

SUBJECT: Creation of Position

<p>A new Elections & Records Supervisor position is being requested. The position will supervise the elections and records offices, and provide further collaboration between the offices and allow for more cross training and staffing of the offices. Due to the election year the Elections Department needs to have the position filed prior to the May election.</p>	<p><u>ACTION REQUESTED:</u> Approve creation of Elections/Records Supervisor position and immediate recruitment and filling</p>
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ATTACHMENTS: Job Description

Date:01/22/2024 Submitted By: (Dan Lonai)

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List:

To be notified of Meeting:
Dan Lonai

Needed at Meeting:
)

Scheduled for meeting on: February 7, 2024

Action taken:

Follow-up:

UMATILLA COUNTY

POSITION DESCRIPTION

Department: *Administrative Services*

Position Title: *Elections/Record Supervisor (Deputy Clerk)*

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Range:** 30

Union Covered: No **BOLI Exempt:** Yes

GENERAL DESCRIPTION OF POSITION

Assists in the overall management of the Recording and Elections Offices; supervises and participates in the work of the elections, recording and records sections of the Administrative Services.

Supervises, coordinates, and administers staff assignments for the Elections and Records Divisions. Primarily responsible

This is a working supervisor and is expected to work and provide assistance/back-up to both Divisions as necessary to fulfill the day to day duties of the operation as well as routine and special elections.

SUPERVISORY RELATIONSHIPS

SUPERVISION RECEIVED: Works under the general supervision of the Director of Administrative Services who establishes policies and general procedures, advises on statutes or procedural matters and evaluates work for effectiveness and adherence to policies and statutes.

Works under the general direction of the Administrative Services Director who outlines objectives and reviews performance for overall results.

SUPERVISION EXERCISED: Exercises direct supervision over section supervisors and indirect supervision over subordinate clerical staff; oversees the selection of new personnel; assigns duties, provides training, schedules leaves of absence, evaluates performance.

Provides administrative direction and direct supervision to all Elections and Records Division personnel.

PRINCIPAL DUTIES OF POSITION

Research, develop, coordinate, implement, and modify department goals, objectives, policies, and procedures to ensure consistency and compliance with federal, state, and local requirements.

Develop and implement new programs, procedures and special projects to promote efficiency and effectiveness to achieve maximum standards of customer service.

Performs recordkeeping, compilation of data, and preparation of reports to the public and the Secretary of State as required.

Explains Oregon laws and administrative rules relating to elections and public records to staff and the public.

Assists in the preparation of directives to guide local election authorities in administration of elections law.

Provides technical assistance to the Elections Manager and the Records Managers.

Train and supervise Board of Property Tax Appeals clerk and oversee processes and procedures

OTHER DUTIES OF POSITION

All other duties and responsibilities as assigned or authorized by the Director.

REQUIREMENTS FOR POSITION

MINIMUM EXPERIENCE AND TRAINING:

High school diploma or GED.

Four years of increasingly responsible administrative or management experience including experience in public records and election administration. Some training and/or experience in accounting. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

Must have a valid driver's license.

Must complete a background and drug screen

Strong working knowledge of office procedures, computerized office systems, use of accounting procedures and the ability to perform detailed work involving numerical data.

Demonstrated ability to operate a variety of office equipment.

Demonstrated ability to prioritize work assignments and perform duties with minimal supervision.

Ability to communicate effectively orally and in writing.

Requires self-motivation and willingness to function as a team member with the ability to interact well with the general public and various agencies.

Must be capable of lifting up to 50 pounds on occasion.

Present information verbally, factually, and logically.

KNOWLEDGE OF:

- Statutes, orders, administrative rules, resolutions, and directives pertaining to public records and election administration.
- Principles and practices of organization, administration, and supervision.

SKILL IN:

- Communicating effectively, both orally and in writing.
- Planning, organizing, coordinating, and supervising others.
- Public speaking.

ABILITY TO:

- Work independently and delegate responsibility.
- Plan, organize, coordinate, and supervise the work of subordinates.
- Express ideas effectively, both orally and in writing.
- Represent the department before other departments, boards, and committees.
- Interact with co-workers and the public in a helpful, courteous, and tactful manner.
- Establish and maintain effective working relationships with subordinates, the department director, other county workers, and the public.
- Attend work as scheduled and/or required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee must use hands to finger, handle, or operate objects, tools, or controls; and to reach with hands and arms.

The employee may occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, database, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine, postage machine, paper and writing instrument.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee may, on occasion, work in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the employer's needs and requirements of the job change.

Employee's Signature/Date