

## **ADMINISTRATIVE MANAGER (BOARD OF ELECTIONS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible work of a moderately complex nature serving as an office manager for the department ensuring orderly and efficient administrative and clerical support. The work is performed under the direction of the Commissioner of Elections and supervision is exercised over clerical and support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees the day-to-day operations of the office by ensuring efficient administrative and clerical support;

Supervises the activities of clerical support staff to ensure equitable distribution of workload;

Supervises the processing of all absentee ballots, by reviewing ballots for signatures and address of voters, ensuring all ballot envelopes are scanned, marked, and received, establishing whether ballots are valid, reviews and sends correspondence letters to all voters that require corrections;

Reviews, downloads and enters absentee applications that are received from the electronic portal;

Maintains all petitions filed with the Board of Elections, records, and logs all petitions and ensures files are secured;

Prepares correspondence for the Commissioner's signature;

Reviews the Election Clerk's work for completeness and accuracy and addresses any errors that may occur;

Supervises staff involved in the canvassing of all ballots for each of the early voting days by securing all election material after each night, preparing supplies and statements of canvasses for the next day and reporting daily voter turn out;

Exercises overall responsibility for the supervision of general office procedures and workflow and assists in developing recommendations for improvements to same.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the election process and the processing of absentee ballots; ability to prepare a variety of forms and reports; ability to supervise the work of others.

**MINIMUM QUALIFICATIONS:** Appointments are made by the Board of Election Commissioners.