



Elections Division Director

Ada County is seeking a dynamic person with the capacity to lead and transform the election process in the greater Boise area. With the addition of this new position, Ada County is embarking on a two year transition of its elections process. This will include acquiring and transitioning to a new voting system, advancing alternative forms of voting, and engaging in greater voter outreach. In many ways, running elections is very similar to a large scale, high stakes, event planning operation. Everything must be well planned, in place, and on-time for Election Day. Ada County is looking for someone who has the appreciation, desire, and ability to ensure that elections in our community are conducted accurately and in a way the public can have complete trust in the process.



Ada County is home to Idaho's capital city Boise, as well as the cities of Meridian, Eagle, Garden City, Kuna, and Star. It has a population of 415,000 of which just over 210,000 are registered voters. All elections, from presidential to local library district elections, are conducted by the Ada County Elections Office. Voting in our area is currently conducted using a central count ES&S optical scan system. In the near future we are looking to transition to a precinct count model. The vast majority of voters (74%) head to one of our 145 precincts to vote at the polls on Election Day. The remaining

voters either early vote in person (8%) or by mail (18%). Additionally, Idaho is one of 10 states that provide voters the opportunity to register and vote on Election Day. As the new Elections Division Director, Ada County is looking for someone who can take advantage of the tools the state of Idaho provides and develop a process that will engage as many voters as possible.

Posting Details

Job Description Information

Posting Title	Elections Division Director
Hiring Wage	\$65,000 - \$75,000/yr DOE
Status	Full-time with benefits
To Apply	https://adacounty.peopleadmin.com/postings/704
General Summary	Collaborates with the Clerk of the District Court and Chief Deputy to plan, oversee, and administer elections for over 200,000 registered

	<p>voters across 145 precincts. The Elections Director is responsible for ensuring all of the necessary resources are acquired and in place, poll workers are well prepared, and that Ada County’s elections are conducted in an accurate, efficient, and transparent manner that leaves Ada County voters with the upmost confidence in the elections process.</p>
<p>Distinguishing Features of the Class</p>	<p>The Elections Director is expected to exercise independent judgment and discretion, under the general direction of the Clerk of the District Court & Chief Deputy, to manage the administration of all federal, state, county and local district elections. The Director is responsible for planning, designing, and carrying out programs, projects, studies or other work related to election administration within Ada County.</p>
<p>Essential Functions</p>	<ul style="list-style-type: none"> • Plans, develops, implements, coordinates, and directs the activities of the Elections Division, including registration, candidate filings, all forms of voting, ballot programing and testing, and voter outreach efforts; • Drafts division’s long and short term strategic goals for presentation and adoption to Clerk of the District Court; • Supervises personnel, assigns work, reviews and evaluates performance, counsels employees regarding programs, policies and procedures, resolves employee complaints, takes disciplinary action, interviews and hires employees, sets priorities, coordinates schedules and tracks time; • Works with voters, political parties, candidates, political jurisdictions, media, county departments and other entities; • Makes recommendations to the Clerk of the District Court on matters relating to elections; • Monitors and participates in the Idaho legislative process regarding elections, including drafting needed legislation; • Consults and coordinates with legal staff of the Prosecuting Attorney’s Office on legal issues; • Establishes and implements divisional policies and procedures; • Develops and presents to the Clerk of the District Court a proposed budget; • Monitors and analyzes approved budget and budgetary expenditures, accounts receivable and payable with regular updates to the Clerk of the District Court; • Represents Ada County at conferences and workshops, and serves on community advisory committees, as requested; • Negotiates contracts with election providers; • Reads and interprets federal election laws, the Idaho constitution and statutes, Idaho Secretary of State directives, county resolutions, and ordinances to ensure division compliance; • Responsible for maintenance of divisional records in accordance with records retention schedules;

	<ul style="list-style-type: none"> • Answers public inquiries according to established departmental policy and Idaho law governing elections.
Additional Functions	<ul style="list-style-type: none"> • Performs other related functions as required.
Job Requirements	<ul style="list-style-type: none"> • Bachelor’s degree in management, government, public administration or related field, or an equivalent combination of education and experience; • Prior management or event planning experience; • Elections administration experience preferred; • Knowledge of government policies, practices and procedures typically gained by successful, progressive, and responsible experience in local, state, or federal government and supervisory/management experience; • Knowledge of and experience in management and the utilization of supervision principles, concepts and techniques; • Knowledge of the budgeting process; • Knowledge of policy formulation, implementation, and evaluation; • Strong leadership skills including negotiation, communication both within and outside of the division, change management and process reengineering; • Ability to organize and direct the activities of the Ada County Elections Division; • Ability to establish effective policies and procedures; • Ability to make formal presentations and present information clearly and concisely verbally and in writing; • Ability to interpret laws, regulations, policies, procedures, and plans, and to make appropriate decisions accordingly; • Ability to exercise tact and courtesy; • Ability to work under pressure and adapt to rapidly changing circumstances; • Ability to learn specialized elections computer systems; • Ability to establish and maintain effective working relationships with county, city, state, federal, non-profit, private, and other related officials.
Other Requirements	<ul style="list-style-type: none"> • Employee must be deputized to make work actions effective; • Must possess a valid driver’s license; • Ada County Elections staff furnishes their own transportation for conducting county business when necessary.
Work Environment and Physical Demands	<ul style="list-style-type: none"> • Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions; • Requires ability to lift 20 lbs.; • Requires sufficient personal mobility and physical reflexes, to permit the employee to function in a general office environment and

	<p>accomplish tasks;</p> <ul style="list-style-type: none"> • The incumbent is required to work long hours leading up to and on Election Day, sometimes all day and all night.
Disclaimer	<p>To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.</p>
Note	<p>Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.</p> <p>If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)</p>

Posting Detail Information

Posting Number	FY140139
Department	Clerk/Auditor/Recorder
Location	Benjamin: N. Benjamin Lane, Boise, Idaho 83704
Open Date	01/14/2015
Close Date	02/04/2015