



# CASCADE COUNTY

## Job Vacancy Announcement

**Submit all application materials to:**  
**Cascade County Human Resources Department**  
**325 2<sup>nd</sup> Ave N #108**  
**Great Falls, MT 59401**

**Applications available** at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

**Position: Elections Administrator**  
**Schedule: Full-time with Benefits**  
**Department: Commission Office**

**Salary: \$65,000 - \$72,000 DOE**  
**Closing Date: Open Until Filled**  
**Department Administrator: Board of County Commissioners**

### **Education/Experience/Training:**

Bachelor's Degree in Public Administration, Political Science, Business Management or a closely related field; **and** Four (4) years' professional management experience working in business management, public administration or in any capacity related to the conduct or administration of public elections;

**or**

Any equivalent combination of experience and training totaling eight (8) years.

### **Desired Qualifications:**

A comprehensive knowledge of election laws and regulations.

### **Licenses/Certifications:**

Must possess a valid driver's license issued by the State of Montana or be able to obtain one within thirty (30) days of hire.

### **JOB SUMMARY**

The Elections Administrator manages, supervises and maintains the voter registration system in Cascade County (County), organizes, manages and conducts all primary, general, school and special elections in the County and ensures that the elections are in compliance with State and Federal election laws and statutes and the outcomes of elections are accurate, plans, organizes and directs all election activities, maintains and conducts audits of voter registration records, monitors voter registration activities and ensures the activities are in compliance with State and Federal election laws and statutes, processes petitions, ensures that all elections workers and election judges are trained, supervises and manages the election workers and election judges, sets up and manages polling places, monitors election supplies and equipment, coordinates repair and/or replacement of voting equipment, certifies election results, manages and supervises the work of all personnel in the Elections Department, establishes and provides fiscal management of the departmental budget. The Elections Administrator also conducts elections for other governmental entities that may contract with the County for election services. The Elections Administrator performs other duties as required or assigned by the Board of County Commissioners (BOCC).

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

Manages, supervises and maintains the voter registration system and activities in the County; Organizes, manages and conducts all primary, general, school and special elections in the County and ensures that the elections are conducted in compliance with State and Federal election laws and statutes and the outcomes of elections are accurate; Develops, plans, directs, administers and supervises the operations and activities of the Elections Department and implements policies and procedures for all aspects of elections pursuant to the established guidelines of the BOCC; Conducts audits of voter registration records and monitors voter registration activities in compliance with State and Federal election laws and statutes; Processes and monitors the acceptance and verification of petitions and verifies declarations of nominations for all candidates; Designs ballot layout and proper rotations; Sets up and manages polling places and ensures the proper set up of the computer program for each election; Monitors election supplies and equipment and ensures that equipment for polling places is in good and proper working order and, when necessary, coordinates the repair and/or replacement of voting equipment; Certifies election results pursuant to and in accordance with State Law; Provides information for Board of County Canvassers to complete an accurate elections canvass pursuant to and in accordance with State Law; Provides elections results to the Montana Secretary of State's Office and the BOCC pursuant to and in accordance with State Law; Establishes departmental budget and provides fiscal management of the departmental budget; Conducts elections for other governmental entities that may contract with the County for election services; Ensures that all applicable election laws, rules, regulations are complied with in regard to voting process, candidate requirements, campaign finance disclosure process, accessibility issues and other activities related to the election process and that all legal notices are properly posted; Conducts and oversees absentee voting and late registration processes and receives ballots by mail or in person; Conducts public testing of ballot scanners to ensure accuracy; Communicates in person, by telephone, and in writing with state and local officials, candidates, news media representatives, voters, and the general public on matters concerning departmental responsibilities; Supervises and manages the election judges selected by the BOCC; Provides state mandated election judge certification training for all election judges and ensures that all election judges and all other elections workers and personnel are properly trained; Manages, supervises and directs the Elections Department and all departmental personnel, assigns priorities and develops, organizes, directs and controls the coordination and scheduling of work and projects and daily operations of the Elections Department and all departmental personnel and other personnel performing work for the Elections Department, ensures a properly trained workforce and makes staffing decisions including hiring, firing, training, discipline and performance evaluations. This does not include the selection of the election judges by the BOCC; Provides reasonable access to the media for election coverage and works with all media organizations to provide elections information as requested within the BOCC's prescribed procedures and guidelines; Develops goals, plans and measurements of performance for the public service, administrative, and bookkeeping operations of the Elections Department; Determines administrative and technical support needs and services for the Elections Department and confers with other County department and elected officials to discuss long-range planning and the use of available County staff and resources for elections assistance; Makes recommendations to the BOCC related to policies governing elections compliance and departmental standards operating procedures and policies; Adheres to applicable standards of confidentiality regarding all voter and election activities, departmental staff and fiscal matters; Participates as assigned in a continuing program of departmental modernization, including the establishment, maintenance and updating of computer

systems for improved departmental operations; Conducts extensive research of local, state and federal laws to develop an annual elections calendar; Ensures that all local, County, state and federal elections regulations are adhered to and complied with through continual consultation with various local, state and federal officials; Interprets and applies departmental rules, policies and regulations in accordance with the BOCC's prescribed procedures and guidelines; Conducts a program of public education concerning election processes and procedures through meetings, speeches and attendance at various organizational conferences; Conducts research to stay current on new elections technologies and to determine their applicability to County elections policies, procedures and practices; May participate in legislative activities to ensure that County interests are protected as directed by the BOCC and within established and prescribed guidelines; Works closely with Montana Secretary of State's office as well as other Federal, State and local officials and administrative personnel; Provides specific and timely updates to the BOCC; Sets up, works with and maintains a variety of files and records including confidential or personal files and ensures that only authorized personnel have access to the contents to the files in accordance with established managerial, confidentiality, functional use and administrative guidelines and procedures; Attends trainings, meetings and conferences as directed or requested to improve efficiencies and to remain current on state and federal requirements applicable to departmental activities and operations; Performs other duties as assigned or required by the BOCC.

***Knowledge and understanding of:***

State and Federal elections laws, rules and regulations; Elections Department processes and procedures; Modern office procedures, practices and equipment; Data processing programs, policies and operations as applied to elections; Modern office filing systems and procedures; Modern standard bookkeeping principles, practices and procedures; Governmental code of fair practices; English usage, spelling, grammar and punctuation; Supervisory principles, methods and techniques; County policies, procedures, standards and guidelines; County safety rules, procedures and practices.

***Skills in:***

Operate a personal computer using word processing, spreadsheet and specialized elections and database applications appropriate to assigned duties; Maintain clerical records of some complexity and to prepare reports from such records; Communicate professionally and effectively with the media, community organizations, employees and the general public both orally and in writing, using both technical and non-technical language; Strong people management skills, business planning skills and the capacity to think strategically; Engage in and provide excellent customer service; Time management, accuracy, attention to detail and organization; Decision making and effective problem solving; Using tact, discretion, initiative and independent judgment within prescribed guidelines; Establish and maintain positive working relationships with co-workers, other County offices and departments, County employees and the general public.

***Ability to:***

Organize, prioritize, supervise, motivate and evaluate the work of others; Speak clearly and persuasively in positive or negative situations; Write clearly and informatively, varying writing style to meet needs; Read and interpret written information; Observe safety and security procedures; Promptly respond and handle difficult or emotional complaints from the public; Work within an approved budget by developing and implementing cost saving measures and conserving organizational resources; Establish and maintain effective working relationships with other County employees, supervisory personnel, subordinate staff and the general public; Understand and follow complex oral and written instructions; Prioritize tasks, establish firm timelines for completion of tasks and adhere to timelines as established; Understand and make work decisions in accordance with department and/or division rules, regulations, policies and procedures; Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; Research and evaluate complex rules and regulations based on local, state and federal laws; Perform a wide variety of public relations, customer services and supervisory tasks with accuracy and speed under the pressure of time-sensitive deadlines; Work in a collaborative and team-oriented manner with management, other County employees and offices/departments; Work in a professional, business-oriented environment according to all professional standards of ethics and decorum; Understand program objectives in relation to departmental goals and objectives; Exercise sound judgment and decision-making skills within established standards, guidelines, policies and procedures; Understand complex laws, regulations, rules and policies governing departmental operations; Communicate in a professional and effective manner with others in both technical and non-technical terms, both orally and in writing; Prepare accurate and reliable reports containing findings, recommendations and technical documentation; Organize and prioritize work assignments and environment to maximize efficiency; Learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology; Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; Meet challenges with resourcefulness through original thinking and creativity; Manage and complete multiple tasks under fixed timelines; Identify, analyze and address problems and trends in a timely, efficient and equitable manner; Adapt to and maintain concentration and deal with interruptions, equipment failures, delays, changing priorities, unexpected events in the work environment; Handle sensitive and confidential information and comply with and adhere to strict standards of confidentiality; Respond promptly to requests and inquiries from the public, employees and others within established standards, guidelines, policies and procedures; Prepare, coordinate, collect, compile, analyze, maintain and utilize a variety of technical and complex reports, records and data; Observe established lines of authority; Accept responsibility and be self-motivated; Demonstrate punctuality and observe established work hours; Occasionally work outside normal hours as assigned; Perform other duties as required or assigned by the BOCC.

The successful applicant shall serve a 1-year probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

***Notice to Applicants:*** Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**