



MANAGER - ELECTIONS

POSITION DESCRIPTION

APRIL 2024

DATE:	APRIL 22, 2024
DIVISION / DEPARTMENT:	ELECTION ADMINISTRATION / ELECTION
POSITION TYPE:	REGULAR / FULL TIME
FLSA CLASSIFICATION:	EXEMPT
JOB LOCATION:	ORLANDO, FL
APPLICATION DEADLINE:	OPEN UNTIL FILLED

POSITION SUMMARY

The Elections Manager is responsible for coordinating all aspects of Elections, working with Candidate Qualifying, Campaign Finance, Political Organizations, and Municipal Clerks, and overseeing all Election Day and Early Voting activities related to staff responsibilities.

The Elections Manager reports to the Chief Election Administrator and supervises Election Coordinators.

SKILLS AND QUALIFICATIONS

REQUIRED:

- Associate's Degree, or higher education, from an accredited degree-granting college or university, in Political Science, Business Administration or related field
- A minimum of two years of management-level experience in an Election Office, or a minimum of three years' experience in a position with project management responsibility, or a similar field, with rapidly changing priorities and pressure from constant deadlines
- Knowledge of applicable county, state, and federal laws, rules, and regulations pertaining to election operations
- Exceptional organizational and follow-up skills with attention to detail and accuracy
- Proficiency with Microsoft Office products including knowledge of spreadsheets, presentation software, database queries, and word processing, and ability to learn new software programs
- Excellent verbal communication skills and ability to build rapport with people from diverse cultures
- Ability to provide timely problem-resolution options in a high-pressure environment
- Develop and deliver accurate, interesting, and informative presentations
- Ability to work extended workdays and weekends, with little or no advance notice
- Valid driver's license and driving history that meets SOE driving standards – Successful completion of the Orange County Defensive Driving Course

PREFERRED:

- Bachelor's Degree, or higher education, in Political Science, Business Administration or related field
- Minimum of five years' management-level experience in a position with project management responsibility
- Prior experience working for a Florida Supervisor of Elections, or another state, county, local jurisdiction Election Office
- Experience with candidate qualifying requirements, campaign finance, municipalities, charters, precincts, districts/redistricting, ballots splits, and poll worker positions
- Knowledge of Orange County and Municipalities located within
- Current Florida Notary Public certification
- Working knowledge of Voter Focus software
- Bilingual in English and Spanish

POSITION FUNCTIONS AND DUTIES

- Manage the candidate filing process by receiving and processing candidate applications for all County offices. Verify voter registration. Prepare the Campaign Treasurer report calendar. Plan and schedule candidate seminars. Ensure all forms are complete and filed timely and that candidates have met the requirements to qualify to run for office. Audit campaign treasurer reports.
- Manage the Political Committee and Electioneering Communication Organization filing process by receiving and processing all filing County elections. Prepare the Campaign Treasurer report calendar. Ensure all forms are complete and filed timely. Audit campaign treasurer reports.
- Receive, acknowledge, and audit, elected official's office account reports, due quarterly.
- Liaison to all Municipalities of Orange County for the management of municipal elections, including, but not limited to, scheduling, contracts, and invoices.
- Determine ballot order for test ballots, Early Voting pick & pull and distribution to precincts for Election Day. Submit order with print vendor.
- Assists the Chief Election Administrator in the creation of Election cycle calendars to be distributed to the SOE office staff.
- Election supply orders, including Early Voting and Election Day; i.e. forms, manuals, equipment
- Liaison to County HR Division Support, assisting with HDOP and collection site workers for countywide elections. Initial contact prior to each election; discussing needs, pay rates, training, supply distribution, access to voter focus, etc.
- Review with SOE the need for additional poll worker positions, HDOPs, ePolls, and or VSIs for various elections, and specific precincts, and determine position pay to be included in the budgeting process.
- Determine cost estimate, create a calendar, track all reimbursement documents, track, copy, and maintain reimbursement invoices by category for special elections, as required by the Department of State.
- Coordinates the activities of the Election Management Team and is a member of the proofing of ballot programming reports, ballot layout, and test decks for all elections.
- Monitor all Elections Coordinators' performance related to required tasks.
- Coordinates Early Voting activities at the Supervisor of Elections office with the Chief Election Administrator for all elections.
- Works with SOE on the selection of County-wide Early Voting locations, direct contact for location staff, and prepares contracts.
- Works with SOE and Data Reporting Department for polling place location selection for Election Day.
- Coordinate with other Orange County agencies, such as the Sheriff's Office, Facilities Management, Code Enforcement, and others, to arrange services throughout the election periods.
- Oversee map creation and polling place information through collaboration with the Mapping Department.
- Election Day Circuit Rider and SOE Clerk management, including but not limited to recruiting, training, route determination, and document preparation. Supply distribution, maintain election day contact, and coordinate the collection of oath/payroll for the Admin Division. Mileage verification and coordination of supplies.
- Determine collection site locations and assignments for polling locations for each election with the IS Division. Maintain lists, forms, and maps.
- Continually develop and apply knowledge of Florida election laws to effectively answer questions from the public regarding all Election events, including, but not limited to, municipal elections, Election Day, and Early Voting.
- Works with the Elections Coordinators, Early Voting and Election Day to recruit, train, and supervise all temporary workers.
- Prepares the SOE office for all Public Tests along with the Technical Services Manager.
- Plan and execute postelection audits in accordance with Florida Statute/Rules.
- Coordinates recounts, including but not limited to; material prep, staffing assignments, training concerns, canvassing board and various counting room liaison, and Program Reconciliation Team.
- Works directly with the Chief Election Administrator on budget preparation for the Elections Department; updates municipal and outside election fee schedules
- Responsible for updating the Elections Calendar & Municipal elected officials on the SOE website.
- Perform all other duties as assigned.

WORKING CONDITIONS

The majority of the work is performed indoors in an air-conditioned office seated at a desk facing a computer screen. Occasionally, there may be work indoors and outdoors at polling locations, voter registration sites, and community venues. Requires frequent contact with business professionals, members of the public, and co-workers.

This position will require long periods of standing, walking, and some lifting at peak times during election cycles.

This position requires full-time hours Monday through Friday, in addition to frequent extended workdays and weekend work due to community events. During election periods, extended workdays and weekend work are frequent, sometimes with little or no advanced notice.

SPECIAL EQUIPMENT

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: Multi-line phone system, computer, laptops, tablets, scanner, imaging systems, election tabulators, ePoll tablets, printer, facsimile machine, copier, calculator, and company vehicles.

PHYSICAL AND MENTAL DEMANDS

Requirements & Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Reaching	Standing	Reading and Comprehending
Driving	Hand-Eye Coordination	Focus for Extending Periods
Bending	Walking	Sitting
Pulling	Grasping	Repetitive Wrist Motion
Pushing	Lifting and/or Carrying (up to 20 lbs)	Mental Alertness
Crouching		Visual Acuity
Lifting and/or Carrying (20 to 30 lbs)		Hearing
		Decision-Making
		Oral Communication

DISCLAIMER

This is a general overview of this position. The Orange County Supervisor of Elections reserves the right to change, alter or void all or any part of this position overview, at any time, with or without notice.

AT WILL STATEMENT

Employment at the Orange County Supervisor of Elections Office is on an “at-will” basis. It may be terminated at any time, with or without cause, by either the employee or employer. It is not guaranteed, contracted, or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Orange County Supervisor of Elections reserves the right to change, amend or revoke rates of pay, terms, and conditions of your employment and job offers at any time.

HOW TO APPLY

Email applications to: recruiter@ocfelections.gov

Mail application to:

Orange County Supervisor of Elections
Attention: Human Resources
PO Box 562001
Orlando, FL 32856