

ADMINISTRATOR - BOARD OF ELECTIONS

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position in the Board of Elections. The incumbent is responsible for implementation of the New York State Election Law in all office policies and procedures and under the direction of the Commissioners of Elections. Incumbents are responsible for coordinating daily and cyclic activities, to ensure that all legal requirements of the election process are met. Incumbents in this title must respond to a wide variety of telephone and in-person inquiries and the position involves extensive public and political contact. Supervision may be exercised over the work of subordinate staff. Work is performed under the general supervision of the Commissioners of Elections.

TYPICAL WORK ACTIVITIES:

Incumbents may perform some or all of the duties of Elections Specialist I, II and III, and in addition perform some or all of the following:

1. Supervises subordinate staff in the activities of the office;
2. Keeps informed of any changes in the New York State Election Law, conveys information to staff and adjusts office procedures to conform to all legal requirements;
3. Answers complex questions from the public, political community and office staff, researching answers in the Election Law when necessary;
4. Supervises office staff in the preparation and periodic revision of work procedures;
5. Supervises the hiring and training of election inspectors and machine custodians by the local municipalities;
6. Supervises the processing of returns on primary and election night results, including the hiring and training of temporary employees to assist with election night results;
7. Oversees the preparation and verification of election ballot;
8. Processes designating and nominating petitions and answers questions on filing and challenging petitions;
9. Researches complaints, problem registrations, etc. and provides information to Commissioners;
10. Prepares reports and statistics for the Commissioners of Elections as necessary;
11. Assists the Commissioners of Elections in the preparation of the departmental budget;
12. Oversees departmental inventory and purchase orders;
13. Implements automated work procedures whenever possible;
14. Does related work as required.

ADMINISTRATOR - BOARD OF ELECTIONS (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the procedures related to processing voter registrations and related elections material; thorough knowledge of the New York State Election Law and other relevant laws such as County, Town and Village Law; thorough knowledge of office terminology, procedures and equipment; good knowledge of business English and arithmetic; good knowledge of the use of personal computers; ability to maintain satisfactory working relationships with others, including the public; ability to learn and use an automated record keeping system; ability to supervise the work of others; ability to work independently; ability to read, understand and interpret written material; accuracy; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree;
- OR: (B) Four (4) years of clerical work experience which involved significant public contact and the use of personal computers;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: This position is unclassified so the above minimum qualifications are suggestions only.

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ADOPTED: 09/16/88