

JOB OPENING FOR ADMINISTRATOR of ELECTIONS

Resumes will be accepted through Friday, October 13, 2024.

Submissions can be emailed to Hardin.commission@tn.gov or delivered to:

- Hardin County Election Commission
Courthouse, lower level
465 Main Street, Savannah, TN

No phone calls, please!

MINIMUM QUALIFICATIONS Must possess a bachelor's degree in political science, business management or related field; and/or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Persons appointed as the Elections Administrator should be a registered voter, who is a resident of the state of TN and live in Hardin Co. or is willing to move to Hardin Co. Must possess and maintain a valid Tennessee driver's license.

Must have excellent communication skills, computer skills and be proficient in the use of all applications of Microsoft Office. Candidate will have demonstrable analytical and problem-solving experience.

Ideal candidate would have previous administrative and managerial skills, instructional and communications skills, promotional, budgetary, and purchasing experience, and legal understanding of elections in the state of Tennessee.

Candidate must pass a certification exam within 6 months from November 1, 2023.

A full job description can be found on our website at
www.hardintnelections.com

The Hardin County Election Commission does not discriminate on the basis of race, gender, religion, national origin, age or disability, and is an equal opportunity employer.

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HARDIN COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION CLASSIFICATION TITLE: ELECTIONS ADMINISTRATOR

PURPOSE OF CLASSIFICATION The purpose of this classification is to oversee and organize all matters related to any election held in Hardin County. This includes providing information concerning voter restriction and absentee ballots. The Elections Administrator should verify candidates qualifying for an election. The Elections Administrator conducts the elections and tallies the votes before preparing the public announcement of the election outcome. The Elections Administrator is also responsible for maintaining voter registration records and voting histories for each voter. It is also the Elections Administrators responsibility to disclose any campaign financials that may be requested. Reports directly to the Chairman of the Election Commission.

ESSENTIAL FUNCTIONS The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Employs all office personnel.
- Prepares the annual operating budget and submission of same to the election commission for approval.
- Presents the annual budget to the county commission or other legislative body for funding, upon approval by the county election commission.
- Requires and purchases any supplies necessary for the operation of the election commission office and the conduction of all elections.
- Maintains all voter registration files, campaign disclosure records, and any other records required by this title.
- Conducts instruction class for poll workers or designation of another qualified person to conduct such class.
- Prepares all notices for publication required by this title.
- Prepares and maintains all fiscal records necessary for the daily operation of the election commission office and all elections. This may include any requests for funding or changes in funding, if necessary, after adoption of the current fiscal budget.
- Compiles, maintains, and disseminates information to the public, the candidates, the voters, the press and all inquiring parties in regard to all aspects of the electoral process on all governmental levels.
- Promotes the electoral process through supplemental registrations, public functions, press releases and media advertising whenever possible.
- Attends any required seminar and other educational seminars, as funding permits, to gain knowledge beneficial to the administration of the election commission office or to the electoral process.
- Has knowledge of all current laws pertaining to the election process and any changes mandated by the general assembly, and apprising the election commission, office staff, candidates, the press and the public in general of this information.

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- Assists in the planning and implementation of any plan of apportionment or reapportionment of any governmental entity involved in the electoral process.

ADDITIONAL FUNCTIONS Provides assistance to other employees or departments as needed. Performs other related duties as required.

MINIMUM QUALIFICATIONS Must possess a bachelor's degree in political science, business management or related field; and/or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Persons appointed as the Elections Administrator should be a registered voter, who is a resident of the state. Must possess and maintain a valid Tennessee driver's license. Must have excellent communication skills, computer skills and proficient in the use of all applications of Microsoft Office.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Ability to train staff and election workers on the use of equipment and election day procedures and laws.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria. ADA

COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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PHYSICAL DEMANDS ANALYSIS (election year)

1. STANDING AND WALKING Tasks: filing, training, Voter Outreach registration, early voting registration
Surface: carpet, wooden floor, vinyl floor, concrete Estimated Total Hours: 14 +/- Maximum

Continuous Time: 2

2. SITTING Tasks: clerical work, computer operation, registration, cutting (scissors) Estimated Total Hours: 10 +/- Maximum Continuous Time: 4

3. LIFTING/CARRYING Objects: printing paper/ forms, voting machines and associated objects, voting records, mail trays Weight Hourly Daily Weekly Monthly Never 100 lbs X

4. PUSHING/PULLING Objects: carts, voting machines, filing drawers Height of hands above floor during push: 2 to 3 feet

5. CLIMBING Tasks: storage of materials/ supplies at the warehouse, reaching objects on the shelf Device: portable stairs/ ladder Height: up to 10 feet Frequency: weekly or even daily during voting preparation and voting periods.

6. BENDING/SQUATTING/KNEELING Tasks: storage of voting records, filing, retrieving files, computer/voting machine setup Frequency: hourly to daily

7. REACHING

Tasks: filing, data entry, clerical, computer operation, scanning forms into electronic data file, voter assistance

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	15-20 minutes	14+/-hours	≤5 lbs.
21-36"	All	1-5 minutes	14+/-hours	≤5 lbs.

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	
Inside Building	95% of time	
Outside Building	5% of time	

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	

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Handling Trash	X	
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10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Tools used are typical for office clerical work, hand tools such as screw driver, hammer, scissors & paper cutter for trimming papers and forms. Computers, printers and voting machines for daily and election operations.

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Frequent
Grasp	X		Intermittent
Fine Motor: writing, twisting hands or wrist, etc.	X		Intermittent

PHYSICAL DEMANDS ANALYSIS (non election year)

1. STANDING AND WALKING

Tasks: filing, voter registration outreach, storage and retrieval of documents from the basement, voting machine demos, public interaction

Surface: carpet, concrete, pavement, vinyl floors

Estimated Total Hours: __10 **Maximum Continuous Time:** 3

2. SITTING

Tasks: registration, clerical, public contact, computer operation, equipment setup (data processing)

Estimated Total Hours: 7.5 **Maximum Continuous Time:** 3

3. LIFTING/CARRYING

Objects: mail trays, paper, voter registration

4. PUSHING/PULLING

Objects: carts, filing drawers, vacuum cleaner,

Height of hands above floor during push: about waist height

5. CLIMBING

Tasks: storage of materials and other supplies at the warehouse, reaching objects on shelves

Device: portable stairs

Height: up to 10 feet

Frequency: weekly to monthly

6. BENDING/SQUATTING/KNEELING

Tasks: storage, retrieval of voting records, equipment setup (data processing)

Frequency: daily/ weekly as needed

7. REACHING

Tasks: computer operation, clerical work, some warehouse operations

Hands Used: RIGHT LEFT **BOTH X**

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Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	15-20 minutes	Up to 7 hours/day	< 5 lbs.
21-36"	All	1-5 minutes	Up to 7 hours/day	< 5 lbs.

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Temperature Changes		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	97% of time
Outside	3% of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	x	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Typical office clerical work, scissors, box cutters, voting machines, misc. election equipment, computers, etc.

11. HAND USE

Types of Use	Yes	No	Frequency
Keystrokes	X		Intermittent
Grasp	X		Intermittent
Fine Motor: i.e. writing, twisting hands or wrist, etc.	X		Intermittent

Hardin County, Tennessee, is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Signatures below indicate the receipt and review of this job description by the employee assigned to the position and the immediate supervisor.

[Type here]

Employee Signature: _____ Date: _____

Election Chairman Signature: _____ Date: _____