**Pulaski County Government**

Job Title: ELECTION SUPERVISOR

Department: ELECTIONS

Reports To: PULASKI COUNTY BOARD OF ELECTIONS AND REGISTRARS

Classification: Full Time

 This position is responsible for preparing and managing the Voters Registration Office and Supervising County and City Elections.

MAJOR DUTIES

* Shall be the Chief Administrative Officer to the Board of Elections and Registrars.
* Conduct all public elections in Pulaski County.
* Supervises, directs, and evaluates assigned staff.
* Serves as point of contact for media, poll workers and citizens of Pulaski
* Supervises the logistics and accuracy process.
* Perform other related duties as assigned by Board of Elections and Registrars.

KNOWLEDGE REQUIRED

* Knowledge of Georgia Election Code and the rules of the State Election Board.
* Knowledge of the principles and practices of records management.
* Knowledge of the installation and operations of election equipment.
* Knowledge of standard management and supervisory practices.
* Knowledge of computers and job-related software programs.
* Skills in public and interpersonal relations.
* Skill in oral and written communication.

GUIDELINES

* Guidelines include the Georgia Elections Code, Rules of the State Election Board, Rules of the Secretary of State Elections Division, County policies and procedures. These guidelines are generally clear and specific.

PHYSICAL DEMANDS

* Tasks require the ability to exert light physical efforts in sedentary of light work, but which may involve some lifting, carrying, pushing and/or pulling of object and materials.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

* This position has direct supervision over full and part-time staff poll managers, and poll workers.

SPECIAL CERTIFICATINS AND LICENSES

* Possession of a valid State of Georgia driver’s license (Class C), a satisfactory Motor Vehicle Record (MVR), and must be able to obtain Georgia Registrar Official Certification within 6 months of hire and Georgia County Election Official Certification within 12 months of employment.

ADA COMPLIANCE

* Pulaski County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities.

DRUG AND ALCOHOL COMPLIANCE

* In compliance with Pulaski County Code of Conduct.

MINIMUM QUALIFICATIONS

The following skills, training and/or experiences are necessary for this position:

* Excellent written and verbal communication skills, ability to work well with others.
* Knowledge of the Federal, State and County laws and procedures pertaining to Elections and the maintenance of Election records.
* Ability to read, interpret, coordinate, manage and or /correlate data and various required report.
* Ability to determine, calculate, tabulate or summarize date/information, including performing subsequent actions in relation to computational operations.
* Considerable knowledge of office practices, procedures and demonstrated ability to utilizes various office equipment.
* Prior work experience and demonstrated proficiency in the utilization and management of computer driven databases, work processing, spreadsheets, file maintenance.
* The ability to communicate effectively both in person and by telephone with votes, candidates, and the general public and exercise considerable tact and courtesy in so doing.
* Must possess the ability to work well under pressure while effectively performing essential duties to meet critical deadline.
* Must be able to multitask and stay up to day on Secretary of State Calendar.
* Possess at a minimum, a high school degree and years of office administrative experience, which would provide the required skills, knowledge and abilities to perform the job.
* Bachelor’s degree in Business Administration or Public administration or equivalent experience is preferred.

The Position is Full Time during normal office hours Monday-Friday 8a.m. to 5p.m. Applicant must be available to work overtime during election periods.

Applications are available online at Hawkinsville-pulaski.org or from the Voters Registration Office, 45 South Lumpkin Street, Suite 113, Hawkinsville, GA 31036.