

David H. Stafford
ESCAMBIA COUNTY
SUPERVISOR OF ELECTIONS

Post Office Box 12601
Pensacola, FL 32591-2601
EscambiaVotes.com

Phone: (850) 595-3900
Fax: (850) 595-3914
soe@escambiavotes.com

Accepting resumes for the following position:

Elections Administrative Coordinator

Starting Salary Range: \$39,785.24 – \$41,774.50 Annually

Issue Date: January 28, 2019

Closing Date: February 15, 2019 (close of business)

Cover letter, Employment Application and Resume should be sent to:

Escambia County Supervisor of Elections Office
ATTN: Sonya Daniel, Deputy SOE, Administration
P.O. Box 12601
Pensacola, Florida 32599-2100

Via email: sdaniel@escambiavotes.com (All documents should be in a pdf format)

Hand delivered to: 213 Palafox Place 2nd Floor, Pensacola, Florida 32502

Reports to: Supervisor of Elections and Deputy Supervisors of Election

Job Description

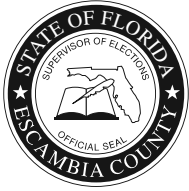
This position performs, assigns, and supervises the daily election clerical, secretarial, and administrative tasks of the agency.

Essential Job Duties and Responsibilities

Supervises select staff to include: prioritizes and assigns work; conducts performance evaluations; ensures staff are trained; ensures that employees follow policies and procedures; maintains a healthy and safe working environment; and, makes hiring, termination, and disciplinary recommendations.

Coordinates the day-to-day clerical, secretarial, and administrative activities for assigned area of responsibility, which includes planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; ensures compliance with Federal and State election laws, state administrative rules, and/or standards and best election practices.

Initiates, processes, prepares, records, and/or reviews routine, complex, and/or specialized paperwork, forms, reports, and/or confidential information related to assigned area of



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responsibility, ensuring completeness and accuracy of information; maintains related records.

Responds to telephone, e-mail, written, and in-person inquiries from the Supervisor of Elections, the Deputy SOEs, the public, divisions within the Agency, and/or other interested parties; provides answers and information requiring knowledge of departmental policies and procedures.

Organizes, coordinates, and administers a variety of specialized activities involving complex technical administrative support requiring specialized knowledge in assigned area of responsibility.

Coordinates and maintains calendar and appointments for the supervisor and deputies, division, or group activities.

Assists with budget preparation; researches and prepares cost estimates to assist with preparing budget recommendations; monitors revenues and expenditures; prepares related reports.

Serves as a liaison with employees and external organizations; represents the department at a variety of meetings, public events, training sessions, on committees, and/or other related events.

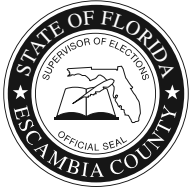
Establishes and maintains confidential filing systems; categorizes and maintains sensitive documents, correspondence, and/or other related information.

Independently drafts, composes, and types a variety of business documents, including letters, memos, charts, newsletters, technical specifications, and/or other related documents; maintains confidentiality regarding sensitive issues.

And other duties as assigned.

Examples of daily duties:

- Research public records requests
- Maintain election files
- Ensure compliance with records retention and disposal schedule
- Ensure compliance with state and DOE reports
- Coordinate activities and schedule of the Canvassing Board; Maintain records of the Canvassing Board
- Supervise temporary/seasonal workers



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- Assist Supervisor and Deputies with scheduling, travel, certification requirements, and the like
- Assist in voter outreach and with overall registration activities
- And other duties as assigned

Qualifications

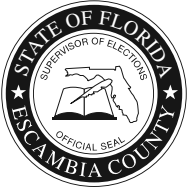
Bachelor's degree or equivalent preferred, with six or more years of experience in a clerical, secretarial, or administrative position, one of which was in a supervisory capacity; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, and typing speed of 35 wpm without errors, basic math and reading skills.

Licensing Requirements:

Possession of an appropriate driver's license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Knowledge, Skills and Abilities:

- Supervisory principles
- Project management principles
- Research and reporting methods
- Public relations principles
- Specialized terminology, procedures, policies, and practices in assigned area of responsibility
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes
- Routine bookkeeping principles and practices
- Modern office procedures, methods, and equipment
- Basic filing and recordkeeping principles
- English language, grammar, and punctuation
- Monitoring and evaluating subordinates
- Delegating and prioritizing work
- Reviewing work methods and/or procedures and making recommendations for improvement
- Using a computer and related software applications
- Monitoring activities in assigned area of responsibility
- Collecting, organizing, and presenting complex technical data
Designing and preparing reports and forms
- Providing customer service



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- Proofreading and editing documents
- Utilizing modern office equipment
- Performing mathematical calculations
- Handling multiple tasks simultaneously
- Typing complex correspondence, memos, vouchers, and/or other related information
- Maintaining complex, sensitive, and confidential documents, records, and files
- Defining problems, collecting data, establishing facts, and drawing valid conclusions
- Working independently
- Conducting specialized research
- Assembling and organizing data and information
- Performing mathematical calculations
- Keyboarding
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Physical Abilities or Demands

Positions in this class typically require: reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Individual must have the ability to perform the above with or without reasonable accommodation.