

City of Dallas
Classification Specification

Title:	Election Manager	Class Code:	43005
Application:	Single Incumbent	Pay Grade:	K
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Manages and coordinates all aspects of city involvement in the election process; coordinates city election activities with federal, state, and county agencies, other city departments, candidates, political committees, election consultants and the media to ensure honest and fair elections according to established laws, policies, ordinances and guidelines.

Essential Functions:

1. Assists elections administrators and Commissioners Courts of Dallas, Collin and Denton counties, the City Council, political parties, precinct election officials, outside consultants and vendors in establishing voting precincts, choosing election systems, selecting and training election workers, and utilizing voting facilities that meet the requirements of law and ensures city goals for diversity, fairness and access are met.
2. Develops, implements and coordinates voter registration plans and policies and ensures inter-agency cooperation to carry out terms of the Federal Voter Registration Act of 1993.
3. Plans, manages, reviews, audits and/or improves election plans, systems, contracts and agreements involving the City and other local government agencies to increase efficiency and ensure the interests of Dallas voters are protected.
4. Consults with and advises City Attorney Legislative Liaison and City Council Legislative Committee on election law changes, effects of proposed legislation and recommends City's position to be taken; analyzes and evaluates election bills to determine impact on City elections procedures; briefs the City Council on election planning and management issues and serves as liaison between City Manager's office and other governmental agencies.
5. Develops, maintains and utilizes electronic information systems to formulate data necessary for election planning/validity of petitions submitted to require an election such as recall, initiative or referendum; conducts system analysis; designs, programs, and operates computer programs for tracking voter registration, early voter participation, election turnout, polling place use, and election expenditures by election precinct, split precinct units and City Council district.
6. Ensures all City ordinances, Federal and State law requirements are carried out during an election process including but not limited to preparation of all necessary City Council action documents, required legal notices, translations, and submission to the United States Department of Justice under Section 5 of the Voting Rights Act of 1965.
7. Examines, prepares and furnishes information necessary to ensure an adequate understanding and response by candidates, office-holders, and political committee treasurers to enable timely submission of Political Contribution and Expense reports and other election-related filings required by Texas Election and City Code.
8. Prepares annual budget submission for elections; administers and audits all elections billings & expenditures.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Thorough knowledge of principles and procedures related to computer science, business or personnel management.

Knowledge of laws, ordinances, rules and regulation governing election and election process.

Ability to understand and interpret election laws, ordinances, rules and regulations.

Ability to work independently.

Ability to plan and manage elections and election-related processes.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Skill in oral and written communication.

Working Conditions and Hazards:

Work performed under normal office conditions.

Position will require long work hours on Election Day and days immediately preceding election.

Driving a vehicle is required.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

