

Job Description of Deputy Director

- i.** Prepare and conduct all primary, general, and special elections held in the county;
- ii.** Process, evaluate, and report election results;
- iii.** Recruit and train precinct election officials;
- iv.** Supervise the processing of voter records;
- v.** Keep a full and true record of the proceedings of the board and all moneys received and expended;
- vi.** File and preserve in the board office all orders, records, and reports pertaining to the administration of voter registrations and elections;
- vii.** Prepare the minutes of board meetings;
- viii.** Audit campaign finance reports;
- ix.** Calculate charge backs to political subdivisions;
- x.** Receive and have custody of all books, papers, and property belonging to the board;
- xi.** Perform such other duties in connection with the office of director and the proper conduct of elections as the Secretary of State and board determine;
- xii.** Review all Directives, Advisories, Memoranda, correspondence and materials issued by the Secretary of State and take action as required by those communications;
- xiii.** Supervise and instruct board employees, assign work, coordinate activities, make recommendations concerning hiring, responsibilities, compensation, discipline, and discharge of board employees;
- xiv.** Develop a proposed annual budget to be submitted to the county commissioners, upon approval of the board of elections, and monitor the board's budget and payroll relative to current year appropriations;
- xv.** Coordinate public outreach events and presentations within the community; and
- xvi.** Organize public records to be furnished to requestors.