

Supervisor of Elections Office, Leon County FL
Job Description

Position: Vote-by-Mail Specialist

Team: Voter Services

Position Pay Grade: 108 (Starting Salary Range: \$45,000 – \$52,000)

Apply online at www.LeonVotes.gov/Jobs

GENERAL DESCRIPTION:

This Voter Services team member provides critical administrative support to the Voter Services team year-round, and during election time co-leads the Vote-by-Mail effort with the Voter Services – Administrative Specialist. Excellent time management skills and proficient computer capabilities are required to successfully handle large workloads on time-constricted schedules; position is required to effectively manage teams of seasonal workers, be proficient in operating commercial mail machinery, recommend policy and process improvements, assure compliance with known legal requirements, and protect confidential information as defined by Florida Statutes.

Must be able to work under pressure with composure, excel in a team environment, have flexible hours, be able to lift up to thirty pounds, and possess an insurable driver's license. Some overtime and out-of-town travel may be required. Work is performed under the direction of the Voter Services Director, generally in an office environment.

ELECTION RELATED DUTIES:

- Operates commercial mail machinery to assemble large volumes of Vote-by-Mail ballots and to process large volumes of incoming ballots.
- Manages outgoing electronic ballots to UOCAVA voters using vendor software.
- Manages Vote-by-Mail data extraction and quality assurance processes.
- Is liaison for vendor services for VBM project area, to include preventative maintenance scheduling for VBM equipment. Coordinates with vendors and the IT team to create VBM services schedule.
- Works with the Public Information Specialist to support the Canvassing Observation process.
- Assists with presentation of VBMs to the Canvassing Board for consideration.
- Leads the effort to create, bring to approval, and maintain Vote-by-Mail materials.
- Manages VBM request processing and ensures requests are processed for daily outgoing mail.
- Participates in the recruitment, screening and hiring of VBM seasonal workers. Co-manages the seasonal workers, in coordination with the Voter Services – Administrative Specialist once hired.

- Coordinates with the administrative team and Voter Services Director to provide quality assurance on VBM vendor invoices for materials and services.
- Drafts Vote-by-Mail budget each year, with the help of the Deputy Supervisor, Voter Services Director, and Voter Services – Administrative Specialist for submission to the administrative team.
- Coordinates with the Voter Services Director and Voter Services team to draft the outbound VBM budget each year.
- Works with the Leon County Sheriff's Office to facilitate ballot delivery and pickup for incarcerated inmates who are eligible to vote.
- Oversees Provisional Ballot research efforts for the office, with assistance from Voter Services Director, Coordinator, and Administrative Specialist.
- Manages mandatory VBM notifications from the SOE office to voters.

ADMINISTRATIVE DUTIES:

- Assists with normal outgoing mail production and assembly process for all program areas of the office, in coordination with the Candidate & Committee Coordinator.
- Coordinates with the Candidate & Committee Coordinator, Voter Services and IT teams to ensure that all outgoing notices are compliant with statutory requirements, USPS guidelines, and our mail software.
- Tracks the current inventory of outgoing mail materials using PollChief, and coordinates with the Voter Services Director and Voter Services Team to order more stock when necessary.
- Provides general support to Voter Services, including but not limited to: data processing (e.g. voter registration applications, petitions, list maintenance notices), compiling voter fraud complaints, scanning documents, and quality assurance of work product.
- Assists with voter outreach events, as needed.
- Ensures that all Federal Post Card Applications (FPCAs) and Vote-by-Mail requests are processed in accordance with statutory requirements.
- Monitors the Vote-by-Mail email inbox.
- Completes special projects as necessary under the direction of the Voter Services Director.

NOTE: *The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement. It is subject to change as the needs of the Supervisor of Elections Office and the requirements of the position change.*

REQUIRED SKILLS AND EXPERIENCE:

- Exceptional written and verbal communication skills; clear, effective, and tactful communication.

- Ability to manage large, complex projects.
- Proactively seek information and solutions.
- Work under pressure with composure.
- Anticipate and communicate impacts across a variety of program areas.
- Knowledge of standard office machines and software in a Windows environment.
- Possess a valid driver's license and insurable driving record.
- Be able to lift and carry up to thirty pounds.

DESIRED SKILLS AND EXPERIENCE:

- Previous team management experience.
- Knowledge of Election Laws and procedures.
- Previous experience working with mail processing equipment.

TRAINING, BACKGROUND, AND EXPERIENCE:

Bachelor's degree supplemented by at least two years of experience in administrative support functions. Related professional experience may be substituted for the required education on a year for year basis.

WHO WE ARE

Our mission is to provide outstanding voter services and accessible elections in Leon County with integrity, transparency, and accuracy. The Leon County Supervisor of Elections Office is nationally recognized in the elections industry as an established leader in elections transparency, security, and innovation. Staff in this office must be flexible and resilient to navigate the flow of rigorous election cycles and remain committed to the mission of the office and be accountable to the community of Leon County.

Our office offers a competitive benefits package and employee-forward policies similar to the Leon County Board of County Commissioners (BOCC). Options include health, dental, vision, and life and supplemental insurance. Employees are enrolled in the Florida Retirement System (FRS) and can choose to participate in deferred compensation plans. Annual and sick leave, parental leave, and compensatory leave are also among the features of employment. The Supervisor of Elections is an EEO/ADA employer.

Revised 1/19/2023