

Supervisor of Elections Office, Leon County FL

Job Description

Position: Administrative Specialist

Pay Grade 82: \$30,947- \$54,088

GENERAL DESCRIPTION:

The Administrative Specialist provides a wide range of administrative support, coordination, and project management to the Leon County Supervisor of Elections Office (SOE). This position works under the supervision of the Administrative Director to support human resources, training, scheduling, clerical, and compliance monitoring efforts for the SOE. The office is home to approximately twenty, year-round staff members supplemented during election years by dozens of temporary, seasonal staff. The position requires great attention to detail, outstanding communication skills, comfort working with a wide variety of people, and proficiency with data and spreadsheets.

The Administrative Specialist must be able to work independently under pressure, maintain flexible (and sometimes overtime) hours during election cycles, and complete tasks in a timely and organized manner. Must be able to lift up to thirty pounds since moving physical files and records may be required. Must possess an insurable driver's license and have access to reliable transportation. Some out-of-town travel may be required for training and election-industry certification opportunities.

Human Resources Responsibilities

- Download, perform initial screening, and organize applications and resumes for open positions.
- Assist with initial phone screenings, coordinating in-person interviews, and administering skills tests with selected applicants.
- Process background checks on potential hires.
- Coordinate correspondence with applicants after positions have been filled; organize hiring materials for retention as required by law.
- Maintain onboarding and termination checklists and employment form templates for multiple categories of permanent, seasonal, and temporary agency staff.
- Assist with creating, editing, and updating multimedia content for training, new hire orientation, and public communication for the office. This work includes producing slide presentations, audio overlays, and short-form video editing.
- Assist with new hire orientation training, including preparing materials and room logistics, for multiple categories of permanent, seasonal, and temporary agency staff.
- Assist with processing new hire paperwork and maintaining personnel files.

- Maintain permanent and seasonal employee databases and contact lists.
- Manage state and federal employment requirements including E-Verify, New Hire Reporting, FMLA, and Reemployment.
- Coordinate responses to reference checks and employment confirmation requests.
- Help fulfill public record requests pertaining to human resource and administrative functions.
- Work with management team to maintain current job descriptions for all permanent positions.
- Assist Administrative Director with annual employee open enrollment process for benefits and sending year-round reminders on benefit features and deadlines.
- Perform periodic audits of payroll deductions to assure accurate benefits enrollment.
- Ensure legally required employment notices are displayed in the office and are up to date.
- Serve as SOE's Wellness Liaison on the County's Workplace Wellness team.
- Encourage staff participation in workplace wellness events and offerings.
- Track and celebrate employee birthdays, employment anniversaries, and other milestones including completion of professional certifications and personal accomplishments.

Administrative Responsibilities

- Track continuing education, certification, and renewal requirements for staff.
- Book and coordinate all work-related training and travel arrangements for staff.
- Monitor timesheet deadlines and collect completed timesheets from managers prior to forwarding to the Accounting Specialist for processing.
- Coordinate logistics for special events including press conferences, poll worker appreciation events, vendor meetings, election day meals for staff, office celebrations, and staff meetings.
- Coordinate use of the facility by other government entities and election partners, including clearing approval of such use through the director team.
- Help maintain repository of active vendors, leases, maintenance agreements, and contracts; track renewal dates and terms as well as confirming vendor participation in E-Verify; assist with reviewing contracts for competitive pricing.
- Manage office supply inventory and place orders for year-round and election cycle needs.
- Coordinate orders for staff and poll worker logo apparel and commemorative pins.
- Maintain inventory of business cards and name tags for employees.
- Coordinate Courthouse badges and downtown parking access for staff, as needed.

- Perform driver's license checks at hire and confirm during annual audit by County Risk Management; maintain current list of non-approved drivers, if any.
- Monitor first aid supplies and ensure defibrillators are in working order.
- Maintain office closure checklist, monitor office closure dates, and ensure all steps have been completed as needed.
- Maintain repository for current versions of all office-wide policies.
- Serve as courier for the administrative and director teams.
- Perform other duties as needed.

Election Related Responsibilities

- Collaborate across multiple teams to create and implement security and traffic control schedule; coordinate orders through the related law enforcement agencies and private security companies; reconcile officer sign-in sheets against invoices.
- Collect weekly temporary agency staff timesheets from managers to audit against temporary agency's online weekly time approval system; reconcile timesheet approvals against invoices when received.
- Collect, review, and prepare poll watcher lists for approval prior to distributing individual credentials; serve as initial point of contact for poll watcher groups.
- Gather, update, and assemble call support binders for Election Day.

REQUIRED EXPERIENCE AND ABILITIES:

- Clear, effective, and tactful communication.
- Highly organized and able to work self-directed and independently.
- Proficiency with word processing and creating and editing spreadsheets.
- Working under pressure with composure.
- Comfort leading small groups.
- Anticipating and communicating 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 with access to reliable transportation.
- Be able to lift and carry up to thirty pounds.

DESIRED EXPERIENCE AND ABILITIES:

- Proficiency in creating and editing graphics and digital video content.

- Experience with human resource laws and best practices.
- Experience designing fillable PDFs or other automated forms.
- Ability to navigate and interpret Florida Statutes.
- Previous office management and/or executive support experience.
- Previous event planning experience.

REQUIRED TRAINING, PROFESSIONAL EXPERIENCE, CERTIFICATIONS:

Bachelor's degree and two years of experience in office management and/or executive support. Additional years of related professional experience may be substituted for the required education on a year-for-year basis.

SPECIFIC DUTIES:

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.

Revised 7/8/21