



Administrative and Election Operations Coordinator

Position Description

March 2023

Department:	Administrative Services
Classification:	Non-Exempt
Reports to:	Director, HR and Administrative Services

POSITION SUMMARY

This is administrative work with responsibility for the oversight of activities related to scheduling and administrative office management and operational support across various election departments. Work involves assessment of needs, initiative, independent planning and execution of projects and responsibilities.

Skills and Qualifications

REQUIRED

- Associate degree in business administration or related field with four (4) years job-related experience in an office/administrative environment, or bachelor's degree in job-related field with two (2) years job-related experience.
- Excellent written and oral communication skills.
- Develop, write, compile, analyze, compose, and edit correspondence and reports.
- Exceptional organizational and follow-up skills with attention to detail and accuracy.
- Ability to collect, evaluate, analyze, and process data relative to administrative functions.
- Ability to work independently and utilize problem solving techniques.
- Ability to plan, organize, schedule, and coordinate work assignments.
- Proficiency with Microsoft Office products.
- Ability to establish and maintain professional working relationships with co-workers and the public.
- Adaptable to change.
- Possession of a valid Florida driver license and favorable driving record

PREFERRED

- Bachelor's degree from an accredited educational institution
- Knowledge and ability to evaluate, recommend and design new methods and approaches.
- Working knowledge of modern office practices, procedures, filing systems, correspondence preparation, secretarial skills, and equipment.
- Knowledge of federal, state, and local election laws.

Functions and Responsibilities

- Coordinates daily administrative functions, incoming and outgoing mail, interdepartmental communications and oversight of administrative scheduling.
- Respond to public inquiries via email, phone or front-facing customer service, requiring the ability to conduct research, compile/extrapolate reports and provide navigational direction for the office website.
- Support activities related to the administrative office including but not limited to the maintenance of office supplies for all locations; works with finance manager on supply purchases.
- Works directly with candidates, campaign treasurers and political committees on filing requirements and campaign finance law; supports the maintenance of filed campaign records.
- Assist with coordination and management of the Supervisor's schedule and/or public events and travel arrangements
- Coordinate and answer emails from the public received through the office website.
- Assist with public records requests, the distribution of press releases or other assignments in support of the communications department, including staffing voter outreach meetings or events.
- Assists with setup and staffing of the county canvassing board meetings and other election-related meetings and tasks.
- Serves as a liaison with other SOE and government offices and the public.
- Communicates information, policy and procedures to employees and the public
- Recommends action to eliminate problems or maximize opportunities consistent with departmental policy.
- Maintains a working knowledge of all election laws, county and municipal charters, districts and precinct boundaries.
- Performs duties associated with records management, files, and related data.
- Assists all directors and managers as needed.
- May train other staff in the duties and responsibilities of the position.
- Administers FSE Scholarship applications.
- Independently plans, organizes, and implements programs and projects as needed or assigned.
- Other duties as assigned by the Supervisor and/or directors and managers.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work involves sitting at a desk with some standing, stooping, and occasional lifting of objects less than 25 pounds
- Work demands the ability to work well under pressure
- Work may involve local travel, long distance travel for training and extended hours at various locations

This position description in no way states or implies that these are the only duties to be performed. The employee will be required to follow any other instructions and to perform any other reasonable duties as may be assigned within the knowledge, skill and abilities framework.