

Elections Manager/Grants Coordinator

Blaine County has an opening in the Clerk and Recorder's Office for an Elections Manager/Grants Coordinator. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION IS OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY
POSITION DESCRIPTION**

POSITION: Elections Manager/Grants Coordinator

DEPARTMENT: Clerk and Recorder's Office

ACCOUNTABLE TO: Clerk and Recorder

REVISED: August 21, 2023

SUMMARY OF WORK:

Elections Manager: The position will be responsible for the administration of all procedures relating to registration of electors and conduct of elections, shall keep all county records relating to elector registration and elections, and is the primary point of contact for the county with respect to the statewide voter registration list and implementation of other provisions of applicable federal law governing elections. Incumbents serving in this classification represent the Elections Administrator in his/her absence and must have considerable knowledge of the laws, regulations, ordinances, policies, and procedures related to administering elections. Work with the Elect MT election management system which includes a Geographic Information System (GIS) and mapping component. Work with the County GIS Department and 911/Rural Address coordinator to acquire structure address points and redistricting. Geocode existing registered voters and provide countywide address point data that can be used to verify addresses for new voters.

Grants Coordinator: Coordinate and/or serve as a liaison with county departments on grant projects that support the mission and activities of the county. Collaborate with cross-departmental teams to strategize and coordinate grant needs. Participate in all aspects of grant writing and reporting, including researching, writing, formatting, preparing, and submitting grant applications.

JOB CHARACTERISTICS

Nature of Work: Work is generally performed in an office setting. There are extended periods of sitting when using computer, telephone, and other office equipment. Will be required to work overtime hours during election cycles and occasionally at other times specified by office workload. This position requires good verbal communication and writing skills, including ability to explain procedures and policies; ability to follow directions; establish effective working relationships with fellow employees and others; skills in operating a computer and computer software for word processing, Elect MT; Geographic Information System (GIS); skills in online research and the internet; skills in operating general office equipment; being organized, being detail-oriented and accurate; managing time well; typing and operating various office machines;

communicate with people who may be upset or unstable; deal with stress of deadlines; be detail and accuracy oriented; work independently; supervise and provide effective training; manage time well; maintain confidentiality; There may be stretching, bending, some lifting of heavy boxes, books or equipment and climbing stairs.

Personal Contacts: Must work daily in very close proximity in a single office area with other employees. Continuous and harmonious interaction with other office employees is necessary and required. Position requires contact with the public at the counter and in the office. There is frequent interaction with other county departments, local, state and federal government offices, service organizations and agencies; private consultants; community leaders, members of specific target populations and the general public.

Supervision Received:

This position receives supervision as needed from the Clerk & Recorder/ Election Administrator. However, the position is often self-directed in performance of duties. They will coordinate with multiple county departments on tasks and projects. Along with working independently on many projects and must be able to prioritize and complete tasks with minimum supervision.

ESSENTIAL FUNCTIONS

Elections Manager:

Plan, direct, and oversee the preparation and conduct of all elections for which the County has responsibility; implement policy established by the County Clerk and direct the program and serve delivery of the department in accordance with that policy; review and approve ballot text and format; oversee the processing of voter registration forms, voter data requests, Certification of Elections, and other material and ensure accuracy and completeness; make additions and resolve discrepancies under the direction of the Elections Administrator or County Clerk. Coordinate the preparation and conducting of contracted election services for municipalities and special districts; ensure compliance with all state and general election laws. Prepare all relevant documents and election statistics for the Board of Canvassers for all elections administered by the County. Assist with development and administration of the department budget; oversee expenditures and management of the budget to meet program goals and objectives. Prepare and submit federal and state grants to secure funding for the department. Ensure compliance with awarded grant activities and requirement for continued funding; monitor conditions of awarded grants; submit reports and other documentation, as required. Explain election procedures, processes and other related matters; respond to public concerns and issues regarding polling locations. Prepare and publish public election notices and releases regarding elections projects and election results; respond to media inquiries on behalf of the County Clerk, as authorized.

Assist with overseeing and maintaining County elections voting systems, including the GIS addressing database; evaluate systems regularly to identify problems and make recommendations for improvements; ensure pre-election and post-election testing of voting machines to ensure proper functionality; coordinate programming needs with Information Systems. Monitor and maintain election supplies inventory and equipment; compile data and prepare reports identifying needed inventory; order and receive supplies and equipment; work closely with designated vendors, ensuring accuracy and compliance with Montana Code, County Purchasing Policies, and cost-effective strategies. Manage organization and storage of elections supplies and equipment (voting machines, ballots, ballot boxes, etc.); develop and update procedures for storing, testing, and transporting equipment; coordinate transportation, including distribution and retrieval of all voting supplies and equipment. Assist with developing a business continuity plan.

Grants Coordinator:

The grants coordinator will work with various departments to develop strong grant applications; provide assistance to ensure grant compliance with departments. Will assist and coordinate the planning and preparation of grant proposals for one or more departments; provides guidance and assistance in the interpretation of funding agency regulations and requirements. Develops and submits required documents for grants and grant applications; gathers required data to support grant requests and applications. Provides advice and guidance to departments on the applicant of grant funding policies, regulations, and procedures; facilitates and supports the research and identification of funding opportunities, as appropriate. Prepares and compiles components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements. Ensures adherence to all grant reporting requirements including performance, operational and financial data collection and entry, data analysis, technical writing, and submission of reports through various state and federal reporting systems, and interpretation of state and federal regulation; regularly communicate with outside agencies to ensure continued compliance and coordination of grant related activities, Monitors agreement/contract performance and facilitates grant draw down and close out processes. Research, reporting, and compliance creates tables, lists, spreadsheets, databases, reports, or other documents in support of department activities, using experience to determine the most professional presentation. Assists in the development, presentation, and approval process of various required documents. Compiles all required metrics for reporting including, but not limited to operational, financial, capital and personnel data; completes and submits monthly, quarterly, annual, and other reports as required by the granting agency. Serves as the primary point of contact for development and submission of required grant reports. Develops and maintains master files on grants and paperwork connected to programs funded by grants.

This position will be part of the county GIS team. They will learn and assist with the GIS needs of the county. They may be required to participate in training and exercises along with helping upkeep the county GIS files, databases and hubs.

JOB REQUIREMENTS:

Knowledge and Skills: Proper English spelling, grammar, and punctuation; knowledge of procedures and practices of county government; ability to locate, read, and utilize Montana Codes Annotated; learn and apply election process and equipment; knowledge of state and federal laws governing elections, redistricting, election terminology; knowledge of computers and computer software programs(election software and GIS); knowledge in general office functions, procedures, and organization; operation of office equipment, including computer, printer, scanner, fax machine, typewriter, calculator, and multi-line telephone. Need physical skills of sight, hearing and finger dexterity. Quick to learn and retain information. Willing to share workload for the benefit of the office. Able to lead and teach when requested.

Abilities: This position requires the ability to: work independently with little supervision, meet deadlines, maintain confidentiality with sensitive records and records protected by law. be flexible and do varied tasks; be highly organized; work with interruptions; calculate; maintain updated accurate records; prepare reports; work well with people; be self-motivated; accurately record information; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public. Possess telephone verbal skills and courtesy. Must be able to travel and attend training sessions. Ability to lift up to 40 pounds.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or equivalent diploma (GED)

- Experience in secretarial practices and office procedures and use of computers, office machines, and basic bookkeeping.

- Election Processes, Equipment and Software including Geographic Information System Knowledge and use of Montana Codes Annotated

- Must possess or obtain upon hiring a valid Montana driver's license.

JOB PERFORMANCE STANDARDS: Evaluation of the position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties
- Accurately maintains files
- Competently prepares and submits all monthly, quarterly and annual reports
- Demonstrates the knowledge, skills and abilities necessary to perform work satisfactorily
- Completeness, accuracy, and neatness of work
- Effective communication and professional skills, being consistent and fair with employees, Elected Officials, and Supervisors
- Performs work with efficiency, consistency and timeliness
- Ability to perform independently without constant supervision
- Sets goals, puts forth effort to reach them
- Ability to work with fellow employees, as well as the public, and adapt to change
- Maintains good department image and morale
- Personal characteristics, as shown in relationships with co-workers, supervisors, visitors, and telephone manners
- Adherence to the County policies to ensure they are met
- Judgment and common sense
- Ability to maintain confidentiality and discretion
- Overall work performance
- Observes work hours and demonstrates punctuality

**Elections Manager/Grants Coordinator
Position Fact Sheet**

Work Week:	Monday – Friday, 8:00 – 5:00. Modification of the work week is at the discretion of the supervisor.
Salary:	\$ 26.36 per hour: \$ 55,039.68 annually ***85% is for the first six (6) months: \$22.41 per hour ***90% is for month 7 to 12: \$23.72 per hour
Health Insurance:	County contributes \$1,200.00 towards insurance. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 9.07% Contribution by County
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	Twelve (12) Months