

PROGRAM ADMINISTRATOR (BOARD OF ELECTIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the supervision of administrative operations for the Board of Elections, including but not limited to, managing records and ensuring effective automation of office systems, supervising and participating in Human Resources administration, purchasing, and performing departmental studies, as assigned. Supervision is exercised over clerical and administrative support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Conducts projects and studies, both in the office and out in the field, and recommends changes in methods and procedures to enhance the efficiency of the election process; including the automation of manual election processes and records, poll roster books, election results, financial filings, etc.;

Works with the Department of Information Technology on third-party systems to ensure key elements of departmental operations are effectively conveyed; works with supervisors to ensure the consistency and appropriateness of system modifications, as well as to inform them of the progress of projects;

Develops performance indicators and procedures to evaluate the efficiency and effectiveness of departmental operations; prepares reports thereon;

Assists in the day-to-day administration of the department;

Supervises and coordinates the ordering of all supplies and election-related materials; works with the Budget Office and the Department of Finance's Bureau of Purchasing to monitor orders;

Participates in the review and evaluation of methods to centralize aspects of the election process such as the purchase and maintenance of voting machines;

Provides systems and workflow analysis, and prepares reports designed to provide management with information necessary for administrative and budgetary control;

Supervises and participates in all Human Resources administration functions to ensure the effective on-boarding of employees, particularly during an election cycle to manage the onboarding of numerous Election Worker staff;

Coordinates and schedules staff to ensure coverage of all activities, including: elections, election inspector meetings, nursing home visits for absentee voting, voter registration at schools, public organizations, naturalization meetings, etc., election re-canvassing, etc.;

Supervises the maintenance of human resource records, payroll documents, and operating expenses to ensure that expenditures do not exceed budgetary allotments;

Coordinates voter registration drives;

EXAMPLES OF WORK: (Cont'd.) (Illustrative Only)

Implements and supervises inventory control for all supplies related to the election process and ensures that outdated, old versions of forms are destroyed;

Participates in recruitment and supervision of staff;

Oversees election inspector training;

Participates in budget preparation by compiling information and gathering data;

Reviews and analyzes applicable laws, statutory rules and regulations relating to departmental operations;

Discusses, on a regular basis, administrative functions and problems with the Departmental executives.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of organizational and administrative processes and techniques; good knowledge of the laws, rules, and regulations governing registration and voting in New York State and Westchester County; knowledge of administrative reporting and control procedures associated with budget, personnel and purchasing; knowledge of the use and operation of voting machines; ability to gather and analyze quantitative data and communicate it effectively with managerial staff; ability to plan and supervise the work of others; ability to communicate clearly, both orally and in writing; ability to establish and maintain effective working relationships; tact; courtesy; thoroughness; initiative; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and five years of experience in program planning, public or business administration, finance, human resources, or budgeting, which included or was supplemented by two years of supervisory experience.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* may be substituted on a year for year basis for four years of the above experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co. Job Class Code: C3006

J.C.: Unclassified† Job Group: XII

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