

**Position:** Democratic Early Voting Administrator  
**Location:** Butler County Board of Elections  
1802 Princeton Rd. Suite 600  
**Hours:** 8:30 a.m. to 4:30 p.m., Monday through Friday  
**Status:** Full time  
**FLSA:** Non-Exempt

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### **Job Summary**

The Early Voting Administrator is responsible for administering all aspects of early voting, including UOCAVA, confined, hospitalized, vote-by-mail, and in-person early voting. The Early Voting Administrator assists in the supervision of Election Services staff and directly oversees all staff in the early voting process, including training and supervising temporary staff.

### **Responsibilities**

#### **Early Voting**

- Reports to the Directors and Election Services Administrator.
- Develops and maintains procedures concerning all aspects of the early voting process.
- Generates and distributes reports needed for statistical purposes to Administration and Secretary of State's office.
- Tracks inventory for Early Voting supplies and places orders to replenish stock.
- Coordinates and schedules early voting for nursing homes, jails, in-office and medical emergencies on Election Day.
- Creates registration and processes FPCA voters in the voter registration database and Central Ballot Tracking System.
- Responsible for after election clean up, including storage of files for the Record Center.
- Creates and maintains documentation for the Early Voting Manual.
- Works with Election Services Administrator and Assistant Election Services Administrator to complete annual performance evaluations of Election Services staff.
- Provides back up for the Front Desk, Registration and Candidate Ballot Services departments.
- Maintain an ongoing understanding of the various Legislation, Directives, Advisories and Memorandums released by the Secretary of State.

#### **Administrative Duties**

- Work with Executive Assistant to staff all Board meetings;
- Assist Executive Assistant with preparation of meeting agendas, documents, and minutes;

- Performs all other duties as assigned by the Director or Deputy Director

### **Minimum Requirements**

- A minimum of a Bachelor's Degree with demonstrated ability in administration, and/or equivalent management related work experience.
- Must be proficient in MS Office applications with exceptional skills in Excel.
- Must demonstrate the ability to effectively delegate and prioritize workload.
- Must strive to ensure employees are cross trained with various departments.
- Must demonstrate the ability to type 55 wpm and be detailed in proofing skills.
- Excellent interpersonal skills which include effective verbal and written communication.
- Demonstrates professionalism and encourages employee growth.
- This position is open to applicants with a Democratic Party voting history.

### **Abilities required**

- Comprehensive knowledge of county, state and federal election statutes.
- Good knowledge of Election policies and procedures.
- Skills in planning, organizing, scheduling and reviewing assignments completed for and by staff.
- Skills in communicating orally and in writing, and in proofreading technical materials.
- Skills in establishing and maintaining cooperative working relationships with other departments and the public.
- Skills in the use of computer applications, software and hardware for elections.
- Demonstrates a professional attitude and appearance.