

DEPUTY DIRECTOR OF ELECTIONS

Job Summary.

The Deputy Directors of Elections (one Democrat and one Republican) serve as the second in command in the office of the Board of Election Commissioners for the City of St. Louis (the “BEC”). As members of the BEC’s management team (consisting of both Directors of Elections [the “Directors”], both Deputy Directors of Elections [“Deputy Directors”], and both Assistant Deputy Directors [the “ADDs”]), the Deputy Directors are responsible for recommending and developing program goals and objectives and implementing policies, procedures and courses of action to enable the BEC to conduct elections in the City of St. Louis in compliance with federal, state and municipal laws, rules and regulations. Both Deputy Directors are administratively responsible to and work under the general supervision of the Directors.

Each Deputy Director works in conjunction with an ADD of the opposite party in supervising certain departments. Based on the current organization of the BEC, the Democratic Deputy Director, together with the Republican ADD, oversees and directs the work of the Judges, Operations and Tabulation Departments. The Republican Deputy Director, together with the Democratic ADD, oversees and directs the work of the Registration and Absentee Departments.

Primary Duties and Responsibilities.

1. Support for the Directors. The Deputy Directors report to the Directors and assist them in carrying out the mission of the BEC. In that capacity, they are primarily responsible for:
 - a. Working with the Directors to sustain and grow programs and services.
 - b. Fulfilling duties delegated by the Directors.
 - c. Ensuring that performance goals are set and met.
 - d. Participating in strategic planning.
 - e. Helping with the preparation and submission of the annual budget and tracking the expenditures of the departments they supervise.
 - f. Planning and implementing the calendar of key dates for each election applicable to their respective departments.
 - g. Providing leadership and direction for their respective departments.
 - h. Providing training and guidance for staff reporting to them.
 - i. Attending and making presentations at management meetings and meetings of the Board of Election Commissioners.

- j. Managing administrative functions to ensure the smooth and efficient operation of their respective departments.
2. Essential Responsibilities of the Deputy Democratic Director. In conjunction with the Assistant Deputy Republican Director, the Deputy Democratic Director supervises the work of the Judges, Operations and Tabulation (“JOT”) Departments, which includes overseeing:
- a. The development and implementation of election timelines for each department to insure compliance with applicable legal requirements.
 - b. The recruitment, hiring and training of all poll workers and other election day workers, and the management of the election worker database.
 - c. The layout of the ballot and coordinating activities with the ballot printer and other vendors.
 - d. The requisition of all election-related supplies required by the JOT Departments.
 - e. The delivery and pick up of voting machines and other election materials and supplies to/from all polling places.
 - f. The selection of polling places, when changes are required, and the set-up of each polling place to facilitate voter processing.
 - g. The testing of voting machines used for an election in accordance with applicable legal and regulatory requirements.
 - h. The maintenance and tracking of all voting machines and equipment when not in use.
3. Essential Responsibilities of the Deputy Republican Director. In conjunction with the Assistant Deputy Democratic Director, the Deputy Republican Director supervises the work of the Registration and Absentee Departments, which includes overseeing:
- a. The coordination of all voter registration activity, including working with outside organizations conducting voter registration drives and training deputy registrars.
 - b. The adding, correcting, transferring, deleting, updating and proofing of all voter registration transactions.
 - c. The processing of all petitions requiring voter signature verification.
 - d. The cross-training of staff to insure backup for each position.
 - e. The development of staff through their attendance at various training programs offered by the city and outside vendors.

- f. The downloading of voter registration information for each election and the updating of voter histories following each election.
- g. The activities of the Absentee Department, including the timely processing of all applications for absentee ballots and the certification of absentee balloting following each election.
- h. The telephone system and recommending ways to improve efficiency in handling calls, both routine and those received on an election day.
- i. The recruitment, training and supervision of temporary workers hired for an election or special project.

C. Education and Experience. Deputy Directors are required to meet the following education and personal skills requirements:

- 1. Have a degree in Business Administration, Management Information Systems, Political Science, Public Administration, or another closely related field from an accredited college or university.
- 2. Possess strong management/supervisory skills and experience.
- 3. Be able to strategize and build coalitions.
- 4. Have a bi-partisan spirit and an ability to work well with others.
- 5. Demonstrate strong communication and presentation skills.
- 6. Have experience in working with or in county level government.
- 7. Be familiar with project management principles.

D. Additional Requirements. Each Deputy Director must:

- 1. Be a member of the Democratic Party (the Democratic Deputy Director) or the Republican Party (the Republican Deputy Director). RSMO Section 115.047.
- 2. Be a registered voter and resident of the City of St. Louis for at least one year preceding his/her employment by the BEC. RSMO Sections 115.047 and 115.031.
- 3. Take and subscribe an oath to support the Constitutions of the United States and the State of Missouri and demean him/herself faithfully and impartially. RSMO Sections 115.047 and 115.033.
- 4. Pass a criminal background check.

E. Salary Range. The salary range for this position is \$75,000 to \$85,000.

