

## **DIRECTOR OF ELECTIONS**

### **A. Job Summary.**

The Directors of Elections (one Democrat, one Republican) serve as the Chief Executive Officers of the office of the Board of Election Commissioners for the City of St. Louis (the “Election Board”). Together, they are responsible for developing and recommending program goals and objectives for the efficient operation of the office, and implementing policies, procedures and courses of action that will enable the office to conduct elections in the City of St. Louis in compliance with applicable federal, state and municipal laws, rules and regulations. The Directors of Elections (the “Directors”) are administratively responsible to and serve under the supervision of the four Commissioners appointed by the Governor (the “BOEC”).

While it is required that the Directors work in a bipartisan manner and each be familiar with all aspects of the operation of the office, it is also anticipated that they will divide up the daily work in a manner that best facilitates oversight and supervision of all departments and job functions that report to them, either directly or through the Deputy Directors.

### **B. Primary Duties and Responsibilities.**

1. Liaison with the BOEC. The Directors directly report to and are the primary liaison with the BOEC. In that capacity, they are responsible for:
  - a. Implementing policies adopted by the BOEC, including developing specific programs and procedures to do so.
  - b. Ensuring that the BOEC is kept informed of office operations and any matters that might influence them, including but not limited to lawsuits; “Sunshine Law” requests; allegations of voter fraud and/or violations of election law; communications from elected officials; etc.
  - c. Developing and recommending for BOEC approval policies and programs to further the mission of the Election Board.
  - d. Executing contracts, leases, grant applications and other commitments authorized by the BOEC.
  - e. Ensuring that notice of upcoming BOEC meetings are properly posted and that such meetings are conducted in accordance with applicable “Sunshine Law” requirements.
  - f. Providing administrative support for the BOEC, including overseeing the recording responsibilities of the Secretary of the BOEC and maintaining the official minutes of all BOEC meetings.

- g. Providing input with respect to matters about which the BOEC may have to make a decision or establish a policy.
2. Office Supervision and Oversight. As the Chief Executive Officers of the Election Board, the Directors are responsible for managing and overseeing all office operations, including:
- a. Directly supervising the work of the Deputy Directors and Assistant Deputy Directors and indirectly overseeing the work of the departments supervised by them.
  - b. Supervising the work of the Manager – Budget and Personnel and Manager – IT, both of whom directly report to the Directors.
  - c. Assuring that the Election Board has a long-range strategy which enables it to achieve its mission and toward which it makes consistent and timely progress.
  - d. Overseeing the preparation and submission of the annual budget; making appearances before the Ways and Means Committee of the Board of Aldermen and the Board of Estimate and Apportionment as needed.
  - e. Submitting grant applications as they become available and insuring that all reports required by federal and/or state authorities are properly maintained and timely filed.
  - f. Insuring that all assets of the Election Board are properly maintained and accounted for in accordance with state, city and BOEC policies.
  - g. Insuring maximum utilization of staff by making sure duties are clearly defined; staff takes advantage of available training opportunities; performance standards are established; and performance reviews are conducted in a timely manner.
  - h. Recommending to the BOEC staff hiring, promotion, termination, disciplinary and commendatory actions as appropriate.
  - i. Overseeing the planning and conduct of all elections held in the City of St. Louis, including making sure that each department is on schedule with respect to key dates .
  - j. Monitoring all vendor performance to insure compliance with applicable schedules;
  - k. Overseeing all procurement activity of the Election Board, including compliance with applicable bidding procedures established by the BOEC.
  - l. Analyzing and evaluating pending legislation as it relates to the conduct of elections or the operation of the Election Board and providing comment to appropriate legislative bodies.

- m. Investigating problems and/or complaints relating to personnel administration, including working conditions, disciplinary actions and employee grievances; submit recommendations to the BOEC as warranted.
  - n. Publicizing the activities, programs and goals of the Election Board.
  - o. Maintaining a working knowledge of significant election-related developments and trends.
3. Relationships. Directors are the “face” of the Election Board with various constituents. As such, they are responsible for:
- a. Fostering and maintaining good working relationships with federal, state and local elected officials and various city departments with which the Election Board has regular communication.
  - b. Working with political subdivisions that want to conduct an election to ensure timely receipt of the appropriate legal notice required to place candidates and/or issues on the ballot; providing other assistance as requested.
  - c. Helping candidates for office comply with campaign finance reporting requirements; providing other campaign-related assistance as requested.
  - d. Overseeing and coordinating community outreach programs in furtherance of the Election Board’s Mission Statement, including assisting community organizations with voter education and registration efforts; training Deputy Voter Registrars; educating voters with respect to how to use voting equipment, acceptable forms of ID required to vote, how to facilitate the voting experience; etc.
  - e. Establishing sound working relationships and cooperative arrangements with community groups and organizations.
  - f. Appearing before state and local legislative bodies to provide testimony regarding pending legislation, explain budget requests, and otherwise advance the mission of the Election Board.
  - g. Attend election-related conferences and seminars on behalf of the Election Board.
  - h. Maintain good working relationships with other local election authorities in Missouri.
  - i. Maintain such other relationships as the BOEC may specify or as the Directors deem advisable to advance the mission of the Election Board.
4. Additional Responsibilities. The Directors are required to carry out such other duties and responsibilities as may be assigned by the BOEC.

**C. Education and Experience.**

Directors are required to meet the following education and personal skills requirements:

1. Have a degree in Business Administration, Human Resources Management, Political Science, Public Administration, or another closely related field from an accredited college or university; graduate degree preferred.
2. Have strong management supervisory skills and experience.
3. Be able to strategize and build coalitions.
4. Be able to maintain a bi-partisan spirit and work well with others.
5. Have excellent written and oral communication skills.
6. Have experience in working with or in county level government.

**D. Additional Requirements.**

Each Director must:

1. Be a member of the Democratic Party (the Democratic Director) or the Republican Party (the Republican 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 Election Board. RSMO Sections 115.047 and 115.031.
3. Take and subscribe an oath to support the Constitution of the United States and the State of Missouri and to 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 \$85,000 - \$95,000/year.