

## DEPUTY COMMISSIONER OF ELECTIONS

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Commissioners of Elections, the incumbent executes and administers the laws pertaining to the registration of voters and the designation, nomination, and election of all party and public officials in the County. All other positions within the Office shall be subordinate and responsible to the Deputy Commissioner of Elections for the performance of assigned duties. In the course of performing the managerial duties of this position, the incumbent is responsible for developing and recommending to the Commissioners of Elections, general policies and procedures for use within the Election Office and in its relationships with other units of government. In addition, the Deputy Commissioner of Elections, in conjunction with his or her counterpart, will develop, and recommend to the Commissioners of Elections the adoption of internal personnel policies to provide and maintain the efficient and cooperative operation of the office. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Acts for and in behalf of the Commissioners of Elections within the assigned area of responsibility;

Directs the administration of election laws and regulations;

Develops and administers organizational and administrative procedure designed to maintain departmental activities on an efficient, timely and effective basis;

Develops manuals, forms, and other tools to facilitate the recording of votes and to inform the electorate;

Supervises the preservation of records;

Renders advice on matters involving election laws and problems related there to State and local officials and the public;

Analyzes and reports to the Commissioners of Elections on all bills dealing with the election process;

Provides public information pertaining to the office by speaking to groups, preparing news releases and generally interpreting the role of the Department to the public;

Trains, supervises, evaluates and disciplines office personnel;

Supervises the preparation of canvass sheets and the canvassing of results of the primary and general elections;

Directs the preparation of the Statement of Canvass, the Decision of Canvass, and the Certification of Elections;

Supervises the re-canvass of voting machines and absentee ballots;

Prepares surveys and reports on conditions and trends within the office and of external conditions as warranted;

Prepares and presents reports regarding office activities and results to the Commissioners of Elections;

Provides guidance to officials in the conduct of local elections;

Renders advice in the preparation and distribution of petitions designating and nominating candidates;

Supervises and directs the examination of petitions designating and

nominating candidates;

Recommends and justifies the department's operating budget for submission to the Commissioners of Elections;  
Makes recommendations to the Commissioners concerning long range plans of the office;  
Studies, plans, develops and implements the use of data processing equipment to meet department needs.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the laws, rules, and regulations governing registration and voting in New York State and Broome County;  
Thorough knowledge of the principles of office management and administrative practices and techniques;  
Thorough knowledge of the use and operation of voting machines;  
Working knowledge of governmental budgeting procedures;  
Working knowledge of data processing techniques and their applications;  
Ability to plan and supervise the work of others in a manner conducive to high performance and morale;  
Ability to delegate responsibility and to exercise control;  
Ability to communicate effectively both orally and in writing;  
Ability to read, review and understand election district maps;  
Ability to deal with officials and the public effectively;  
Physical condition commensurate with the demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three years of business or public sector experience, two years of which must have been in a supervisory or managerial position.

**NOTE:** Education beyond the Bachelor's Degree in the field of public or business administration or personnel administration can be substituted for experience on a year for year basis; however, education cannot be substituted for the supervisory experience.

**SPECIAL REQUIREMENT:** Section 3-300 of the Election Law requires that the appointees be a member of the political party they are representing. Incumbents in this position are required by the County Legislature to reside within the county of Broome at all times during their employment in the title.