

STATE OF MINNESOTA POSITION DESCRIPTION	WORKING TITLE Director of Elections
AGENCY / DIVISION Secretary of State / Elections Division	SECTION NAME Elections Division
CLASSIFICATION TITLE Deputy Secretary, Elections	POSITION CONTROL NUMBER 00016290

STATE OF MINNESOTA POSITION DESCRIPTION	WORKING TITLE Director of Elections
AGENCY / DIVISION Secretary of State / Elections Division	SECTION NAME Elections Division
CLASSIFICATION TITLE Deputy Secretary, Elections	POSITION CONTROL NUMBER 00016290

SECTION A Position purpose, deportability, and dimensions
<u>POSITION PURPOSE:</u> This position oversees the Elections Division of the office, including Election Division staff and the administration of division-related computer services and programs to ensure that division operations are managed well and support is provided to local election officials and the public. Duties performed involve discretion in interpretation of statutes relative to support local election officials and in development of computer programs.
<u>REPORTABILITY:</u> Reports to: Deputy Secretary Operations / Chief of Staff Supervises: 8 Election Administrators and 1 IT Systems Supervisor. Other personnel as assigned, including temporary and contract staff
<u>DIMENSIONS:</u> Budget: Biennial budget for Elections Division ~ \$6 million Periodic Federal Funds Clientele: OSS management, supervisors, and staff Local election officials and election officials from other states Other state agencies sharing data with OSS Candidates and Political Parties General public and citizen groups Outside vendors and consultants Legislators

STATE OF MINNESOTA POSITION DESCRIPTION	WORKING TITLE Director of Elections
AGENCY / DIVISION Secretary of State / Elections Division	SECTION NAME Elections Division
CLASSIFICATION TITLE Deputy Secretary, Elections	POSITION CONTROL NUMBER 00016290

SECTION B Responsibility number, principal responsibilities, tasks, and performance indicators, priority, percentage of time, and discretion.				
Resp. No.	Principal responsibilities, tasks, and performance indicators	Priority	% of Time	Discretion
1.	<p>Provides knowledgeable advice to the Secretary, and administrative and Elections Division staff on the administration of elections.</p> <p>A. Participates as a member of the OSS Leadership team. B. Provides the understanding of the dynamics of how elections operate in Minnesota, the responsibility distribution among the jurisdictional levels. C. Provides insightful information on the potential impacts of decisions or legislation affecting other processes. D. Provides history of the evolution of election processes in Minnesota, including technology experiences of statewide registration databases, vote tabulating equipment, and election night reporting. E. Has knowledge of the varied differences between Minnesota election laws vs. other states' election laws with an understanding of how those processes would conflict with Minnesota elections or how they could be incorporated within existing Minnesota processes. F. Understands and maintains the relationship between the OSS and local election officials. Relates to how potential decisions will be viewed by local partners and provides advice on how those decisions should be communicated.</p> <p>Performance Indicators</p> <p>1. Secretary and OSS staff are given the information needed to make thoughtful decisions regarding election administration. 2. OSS and local election officials have a good and meaningful working relationship.</p>	A	20%	A

STATE OF MINNESOTA POSITION DESCRIPTION	WORKING TITLE Director of Elections
AGENCY / DIVISION Secretary of State / Elections Division	SECTION NAME Elections Division
CLASSIFICATION TITLE Deputy Secretary, Elections	POSITION CONTROL NUMBER 00016290

2.	<p>Supervise and guide Election Division employees concerning election procedures to assure elections are fairly and efficiently conducted in the manner prescribed by Minnesota election law.</p> <p>A. Assign work, establish work schedules and set priorities. B. Discuss project revisions and provide guidance as questions arise and authorize final versions. C. Evaluate employee job performance and complete required forms. D. Interview job applicants and make hiring recommendations, following affirmative action guidelines. E. Prepare position descriptions, with employee input. F. Effectively recommend promotion, transfer, suspension, or dismissal of division staff. G. Meet with, counsel and coach employees with respect to their individual performance as well as work assignments in order to develop the skills and talents of staff. H. Communicate office goals, policies, procedures and general information to staff by conducting regular staff meetings. I. Conduct county auditor and local election official training.</p> <p>Performance Indicators</p> <p>1. Guides and materials are developed timely and accurately. 2. Affidavits of candidacies and petitions are properly accepted and counties properly notified. 3. Voting equipment is properly certified. 4. Election Judge lists are effectively precincted and counties properly notified. 5. Training is coherent, effectively presented and well-received by local election officials. 6. Recounts are conducted fairly and in a cohesive, orderly manner. 7. Post-Election Reviews and Performance Reviews are conducted accurately. 8. The incumbent is viewed as an expert resource to division staff.</p>	A	40%	A
----	--	---	-----	---

STATE OF MINNESOTA POSITION DESCRIPTION	WORKING TITLE Director of Elections
AGENCY / DIVISION Secretary of State / Elections Division	SECTION NAME Elections Division
CLASSIFICATION TITLE Deputy Secretary, Elections	POSITION CONTROL NUMBER 00016290

3.	<p>Supervise Election Division employees regarding the design, implementation, and maintenance of SVRS, ERS, ENR, Candidate Filing, and Voter Information Portal computer programs and web sites to ensure the accuracy of data contained within each program as well as being properly displayed to the public.</p> <p>A. Guide decisions in setting computer-related programming priorities. B. Guide program requirements gathering, make decisions regarding direction of implementing functionality. C. Monitor deployment progress/testing, authorize reduction in scope in order to ensure deadlines are met. D. Authorize final deployments.</p> <p>Performance Indicators</p> <p>1. The offices election-related computer programs and web site function accurately. 2. Projects and initiatives are completed timely.</p>	A	20%	A
4.	<p>Suggest legislative and rule changes regarding Minnesota election laws. Assist in the evaluation and development of legislative proposals, provide committee and rule hearing testimony, and communicate legislative and rules changes to local election officials.</p> <p>A. Log issues questioned by local election officials in statute interpretations, conflicts, etc. B. Propose suggested language. C. Provide testimony on legislative proposals D. In conjunction with the Chief of Staff and Government Relations Director, review and evaluate legislative and rule proposals; make related recommendations to the Secretary. E. In conjunction with the Chief of Staff and Government Relations Director, review state and local fiscal impacts of proposed legislation or rule changes. F. Send communications to local election officials recapping enacted changes.</p>	A	10%	A

STATE OF MINNESOTA POSITION DESCRIPTION	WORKING TITLE Director of Elections
AGENCY / DIVISION Secretary of State / Elections Division	SECTION NAME Elections Division
CLASSIFICATION TITLE Deputy Secretary, Elections	POSITION CONTROL NUMBER 00016290

	<p>Performance Indicators</p> <ol style="list-style-type: none"> 1. The Secretary and legislative leaders are aware of the impact of policy changes. 2. Statutes are clearer and more understandable by local election officials and the public. 3. Local election officials are aware of new laws to be implemented. 			
5.	<p>Participate in national election-related associations and conferences to keep abreast of advancing technologies, election laws, and national administration methods.</p> <ol style="list-style-type: none"> A. Be an active member in NASED, participating in association executive offices, standing and ad-hoc committees. B. Represent OSS as the Minnesota state election official on the EAC Standards Board. C. Participate in organization-sponsored conferences and workshops (e.g. PEW, FVAP, BPC, etc.) and be engaged in national election-related discussions. D. Serves as Minnesota's representative on the ERIC board of directors. <p>Performance Indicators</p> <ol style="list-style-type: none"> 1. OSS learns of ideas, technologies and election administration methods which may be implemented in Minnesota. 2. Minnesota is represented in national discussions on election administration. 	B	5%	A
6.	<p>Participate in other tasks as assigned</p> <ol style="list-style-type: none"> A. Provide expert testimony as needed in OSS-related litigation B. Serve on OSS taskforces C. Serve as state Recount Official <p>Performance Indicators</p> <ol style="list-style-type: none"> 1. OSS is ably represented in election-related committees and task forces. 	B	5%	A

STATE OF MINNESOTA POSITION DESCRIPTION	WORKING TITLE Director of Elections
AGENCY / DIVISION Secretary of State / Elections Division	SECTION NAME Elections Division
CLASSIFICATION TITLE Deputy Secretary, Elections	POSITION CONTROL NUMBER 00016290

<p>SECTION C NATURE AND SCOPE Relationships; knowledge; skills and abilities; problem solving and creativity; and freedom to act.</p>
<p><u>RELATIONSHIPS:</u> This position must work effectively with a number of different client groups within and outside the Office of the Secretary of State (OSS). These include other OSS staff managers, local Minnesota election officials, national state election directors, and national election-related organizations. The position has the responsibility of effectively communicating election procedures in large group settings as well as individual conversations. This position must promote a team atmosphere within the Elections Division, including fostering a good working relationship between the administrative and IT sections of the division.</p>
<p><u>KNOWLEDGE, SKILLS, AND ABILITIES:</u> The individual in this position must have expert knowledge of and be experienced in:</p> <ul style="list-style-type: none"> • Statutory authorities and legal election-related responsibilities of the OSS • Statutory authorities and legal election-related responsibilities of Minnesota local election officials • Customer-focused planning and service delivery strategy and principles • Leadership to influence collaborative efforts and implement regulations in a manner that fosters acceptance and cooperation • Manage people and organizations to foster good working relationship • Creative problem solving and an ability to influence timely decisions • Priority setting • Flexibility and adaptability in a quickly changing work environment • Must be able to communicate complex and specialized issues to those less familiar with them • Effective presentation and interpersonal skills
<p><u>PROBLEM SOLVING and CREATIVITY:</u> Problem solving and creativity are critical to this position. This position must be able to build consensus and gain support, cooperation or involvement from a variety of diverse interests while recognizing the interests and perspectives of both the state and local election officials. The incumbent must use a high degree of judgment when analyzing the consequences of taking action to resolve complex issues quickly and decisively.</p>
<p><u>FREEDOM TO ACT:</u> This position has significant latitude to make decisions and take actions required to resolve issues to provide effective services within the confines of Minnesota Election Law and office policy.</p> <p>The incumbent of this position must discern when it is appropriate for issues to be brought to the attention of the Secretary and/or senior leadership.</p>