

Bowie County Election Commission
710 James Bowie Drive
New Boston, TX 75570
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Position Title: Elections Administrator

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Job Summary: The Elections Administrator for Bowie County manages all election matters for Bowie County. This position is appointed by the Bowie County Elections Commission and is responsible for managing the execution of Federal, State and local elections including city, school districts, according to election laws and state code and County Voter registration. Duties involve receiving and processing applications for registration, filing all candidates for county offices, processing absentee ballots, and maintaining voter lists in accordance with state and county laws, regulations, and policies. Must be able to travel when necessary for county business or job-related schools and work extended hours during election time.

The Position:

- Provide direction to the elections office by managing work assignments, overseeing the services and resources to the public.
- Develop and manage an annual budget.
- Ensure the training, evaluation and personnel development of the office.
- Ensure the elections office is in compliance with local and state policies, and laws according to the Texas Election Code.

Education/Knowledge Requirements:

- Graduation from high school or general equivalency diploma
- Associate Degree preferred but will consider work experience.
- Must be a qualified voter of the State of Texas
- Must possess a valid Texas driver's license
- May not be a candidate for public office or an office of a political party, hold a public office or hold an office of or position in a political party pursuant to the Election Code
- Prioritize and schedule work to meet deadlines
- Possess strong organizational skills
- Communicate effectively orally and in writing in English with others
- Spanish speaking ability is not required but is a plus
- Work independently in the absence of specific instructions
- Establish and maintain effective working relationships with County employees, various political party chairs and local entities, and the general public