

Brewster County Elections Administrator  
Detailed Job Description

Starting Salary Range: \$32,000 to \$35,000 (commensurate with experience)

Position authorized by Section 31.031 of the Texas Election Code. Selection and General Supervision by the Brewster County Election Commission.

Submit applications at the office of Brewster County Judge Eleazar Cano, PO Box 1630, Alpine, Texas 79831. By delivery 201 W Ave E, Alpine, Texas. By email [eleazar.cano@co.brewster.tx.us](mailto:eleazar.cano@co.brewster.tx.us) By Fax 432-837-1127 Phone 432-837-2412

Preferred Qualifications: Bachelors Degree with at least 4 years experience as a Texas election worker or 6 years experience in a management position with responsibility for conducting election services in a Texas jurisdiction. Must be a qualified voter of the State of Texas. Must be able to post a bond set by the Commissioner's Court. Must have a Texas Driver's License and required vehicle insurance. May not be a candidate for public office or an office of a political party or hold public office or a position in a political party. May not participate in campaign activities for candidates or political parties. Must be able to effectively communicate in written and oral form. Bi-lingual skills a plus, but not required. Must have basic accounting skills and be able to perform computer processing and spreadsheet functions, analyze and interpret data, and maintain accurate records and files. Must be able to work independently in the absence of specific instructions and establish and maintain effective working relationships with County employees and the general public.

Job Responsibilities:

General: Responsible for the conduct of all Federal, State and County Elections. Ensure all elections are conducted in compliance with state and federal laws and that election results are accurately reported. Supervise Elections Administrator's Office personnel. Ensure voting processes maintain a high level of professional standards in order to earn and preserve public confidence in the election process. Must be able to travel when necessary for election or job-related training. Must have a flexible work schedule to allow for hours for holding elections. Responsible for Chapter 19 and Help America Vote Act (HAVA) election contract funds. Responsible for complying with all Justice Department regulations and submissions and requirements from the Office of the Secretary of State of Texas.

Information Resource: Gather and provide information to the Election Commission, the Brewster County Commissioners Court, election judges and workers and the general public regarding the state and federal laws and procedures for registering voters and conducting elections. Provide information obtained from the Texas Secretary of State, the Texas Association of Elections Administrators, the United States Federal Election Commission, and educational and voting research organizations.

**Voter Registration:** Conduct ongoing registration of voters for Brewster County citizens, including overseeing and training Deputy Voter Registrars and coordinating with local organizations or citizens to enable all eligible citizens to be properly registered and informed on voting processes and procedures. Conduct audits of voter registration records and monitor voter registration activities in compliance with state and federal laws.

**Conduct of Elections:** Conduct and supervise teams of judges and workers in performing all elections for which Brewster County is responsible. Assemble and train election judges and election workers for each voting location and election event. Develop guidance documentation for election judges and workers. Provide all necessary equipment and materials for each voting location/event. Responsible for publication and posting of required notices. Compile election results for reporting to the Commissioners Court, the Secretary of State or any jurisdictional authority with which the County contracts to provide election services. Assist political parties in carrying out their responsibilities of gathering, canvassing and reporting primary election results.

**Contracting Election Services:** Negotiate and prepare all contracts for election services approved by the Commissioners Court, including contracts for political party primary elections and elections of other jurisdictions within the county. Conduct contracted elections for all entities when requested to do so.

**Facilities and Equipment:** Designate all facilities/locations for each election event. Provide to each voting location the required equipment, forms, records, maps, forms and other materials needed to conduct the election and report election results. Gather information regarding electronic voting equipment and prepare contracts with vendors for approval by the Commissioners Court. Conduct proper testing of election equipment prior to elections as required by law.

**Budgetary and Financial:** Prepare for approval by the Commissioners Court and manage a budget for the County Election Office. Audit and submit all authorizations for payments for election workers, election services and equipment according to County purchasing requirements.

**Record Keeping:** Maintain records of election results and make them available as a public record as required by law.