



Job Title: Election Commissioner
Department Election
Location: 281 Broadway, Revere, MA 02151
Hours: City Hall Hours.
Will require occasional nights and weekends
Salary: \$82,569 - \$104,587 Annually. This is a union position.

DESCRIPTION:

This position is responsible for all functions of the Election Department. The Election Commissioner provides support and guidance as needed to the Election Department staff, the Board of Election Commissioners, the Mayor, the members of the City Council, and the public on election related matters. This position works under the general supervision of those entities so named above with strict accordance to the Massachusetts General Laws, the Revised Ordinances of the City of Revere, and the Campaign Finance Laws, and in particular this position executes the regulations and directives of the Elections Division of the Office of the Secretary of the Commonwealth.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Manages the daily operations of the Election Department. Hires, schedules, trains, and supervises all Election Department employees;
- Serves as the Secretary to the Board of Election Commissioners and is responsible for scheduling and facilitating Board meetings as well as preparing meeting minutes;
- Establishes methods and practices for the maintenance and safeguarding of election records in accordance with established statutes and regulations;
- Coordinates and administers all regular and special state and local elections.
- Distributes and certifies all nomination papers and petitions;
- Administers absentee, vote by mail, and early voting applications and ballot distribution and receipts;
- Records election results and prepares Certificates of Election for local candidates;
- Reviews and files Office of Campaign and Political Finance (OCPF) statements for candidates for City Council and School Committee;
- Maintains Voter Registration Information System (VRIS) database;
- Plans and facilitates voting registration sessions;

- Maintains sections of the City website for all election and campaign finance information;
- Assists public, City departments and elected officials with information upon request;
- Prepares, mails, receives, and processes Annual City Census per state law;
- Processes voter registrations, changes of name, address, and party status;
- Prepares and administers annual department budget;
- Performs other related duties as required.

QUALIFICATIONS:

- Graduate of a four-year college with a bachelor's degree in business or office administration, business management or related field preferred;
- Five to seven (5-7) years of related experience or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job;
- At least three (3) years of supervisory experience preferably in a municipal and/or union environment;
- Must have demonstrated knowledge of federal, state, and local election regulations;
- Revere residency preferred;
- Proven ability to remain calm, think under pressure, and react quickly;
- Bilingual English Spanish (both written and spoken) preferred;
- Willingness to work a flexible schedule.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Candidate will need to know or learn state and local election rules and regulations;
- Knowledge of the City's geography and street locations;
- Knowledge of personnel and business management techniques; knowledge of accounting and record keeping techniques.

Skills:

- Extensive computer skills with high proficiency in Microsoft Word and Excel;
- Creative thinking, listening and problem-solving skills.

Abilities:

- Ability to exercise discretion, initiative, and independent judgment;
- Ability to deal effectively, tactfully, firmly, and appropriately with the public;
- Ability to communicate effectively both verbally and in writing;
- Ability to represent City in a professional and courteous manner;
- Ability to plan, assign, motivate and supervise the work of others;
- Ability to work collaboratively with multiple departments;
- Strong organizational skills necessary;
- Ability to multi-task and self-start is necessary.

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours but at peak times will include nights, weekends and holidays. Daily interaction with the public in-person, by phone and or email communications as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work frequently involves dealing with difficult people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed. The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.