



Job Title: Elections Commissioner
Department: Elections
Location: 281 Broadway, Revere, MA 02151
Hours: Mon to Thurs, 8:15am to 5:15pm / Fri. 8:15am to 12:15pm.
May require occasional nights and weekends
Salary: \$75,000 - \$95,000 Annually. This is a union position.

DESCRIPTION:

The person has ultimate responsibility for all functions of the Office of the Election Commission. The Elections Commissioner provides support and guidance as needed to the Election staff, the Board of Election Commissioners, the Mayor, the members of the Revere City Council and the public on election related matters. The person in 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. The staff member follows department rules, regulations, and policies to complete assigned tasks according to a prescribed time schedule and in accordance with Massachusetts General Laws.

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 Elections 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 documenting meeting minutes.
- Establishes methods and practices for the maintenance and safeguarding of election records in accordance with established statutes.
- Coordinates and administers federal, state, and local elections.
- Coordinates all details and procedures for elections; oversees and ensures that all statutory requirements are enforced.
- Distributes and certifies all nomination papers.
- Administers early voting forms.
- Records election results and prepares Certificates of Election for local candidates.
- Reviews and files campaign and political finance statements.
- Responsible for the maintenance of the voter database.

- Plans and facilitates voting registration sessions.
- Maintains the website for elected officials, campaign finance reporting, election results and election information.
- Assists the public, city departments and elected officials by furnishing information upon request.
- Maintains and updates census data in the Central Voter Registry database.
- Processes voter registrations, change of address and change of Party requests.
- Prepare and administer annual 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.
- Bi-lingual English Spanish (both written and spoken) preferred.
- Willingness to work a flexible schedule.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Candidate will be expected to know or learn all federal, 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,
- 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 the City of Revere in a professional and courteous manner while performing duties.
- 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 times might include nights, weekends and/or 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.