



## JOB TITLE

Elections Supervisor

## DEPARTMENT

Voter Registration

## JOB SUMMARY

The Elections Supervisor oversees the planning, organization, and execution of elections within a jurisdiction to ensure fair, accurate, and efficient voting processes. This role includes managing all aspects of election logistics, staff training, voter outreach, compliance with legal and regulatory requirements, and safeguarding election integrity. The ideal candidate is highly organized, detail-oriented, and understands electoral policies and procedures. This position will report directly to the Board of Commissioners.

## MAJOR DUTIES

- Directs and supervises full-time, part-time, and seasonal staff and ensures the accuracy of all elections in Baldwin County as well as compliance with voter registration and election laws. Attending required certification classes will also be required.
- Coordinates elections; ensures the proper filing and posting of notices; ensures adequate facilities, supplies, and equipment for voting precincts; organizes election activities on election nights: completes election records for the Elections Office, Clerk of Court, and Secretary of State; plans for recounts as necessary. Supervises and participates in absentee and advanced voting processes.
- Completes precinct or redistricting changes: locates adequate buildings; publishes notices; notifies voters of changes. You are also required to attend Board of Elections and Registration meetings to maintain record of minutes and agenda.
- Ensures that candidates and public officials are provided with proper information on ethics reports; collects reports and fines as required. You will provide election information to the news media, political parties, and the general public.
- Prepares the annual operating budget, monitors and controls expenditures, and other related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Proven experience in election administration, public administration, or a related area.
- Strong knowledge of electoral laws, voting systems, and voter rights.
- Excellent organizational, communication, and problem-solving skills.
- Ability to work under pressure and meet strict deadlines, particularly around Election Day.
- Proficiency with election technology and data management systems.

## GUIDELINES

Guidelines include the Georgia Election Code, the Rules of the State Board of Elections, the Ethics in Government Act, Sunshine Laws, county and city ordinances, Board of Elections policies and procedures, and the county employee handbook. These guidelines require Judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

The purpose of this position is to supervise the county election process and consists of various supervisory and administrative duties. Frequent changes to technology standards will contribute to the complexity of the position. Successful performance contributes to the efficiency and effectiveness of election processes and compliance with all state and federal regulations.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects to 50 lbs., uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color. The position may require long hours, particularly in the lead-up to and during elections, including nights, weekends, and holidays as necessary.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision of assigned full-time, part-time, and temporary staff.

## MINIMUM QUALIFICATIONS

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Qualified persons may apply at  
BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE  
1601 North Columbia St, Suite 230  
Milledgeville, GA 31061

Applications may be downloaded from our website, [WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION](http://WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION) and e-mailed to [jobs@baldwincountyga.com](mailto:jobs@baldwincountyga.com).

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED  
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER