



UVALDE COUNTY ELECTIONS COMMISSION

ELECTION ADMINISTRATOR POSITION

The Uvalde County Elections Commission will accept applications for the position of Elections Administrator until 12 noon on August 18, 2025. Applications are available on the County's webpage: www.uvaldecountry.gov. Uvalde County is an equal opportunity employer.

General Description:

This position supervises all federal, state and local elections for Uvalde County in accordance with the Texas Election Code. This position is appointed by the Uvalde County Election Commission and is considered full time exempt position with work schedule dependent upon the election calendar.

Essential Job Duties and Responsibilities:

- *Serves as Voter Registrar and Election Officer for Uvalde County
- *Interprets and applies the Texas Election Code to the County voting process
- *Plans, directs, and supervises absentee mail voting, early voting and election-day voting
- *Prepares all election contracts and subsequent invoicing following the election.
- *Responsible for coordinating with election equipment vendor for proper equipment function.
- *Responsible for coordinating the voting process, including but not limited to ballot drafting, filing State reports, canvassing of votes.
- *Responsible for prompt updating of voter registration list through state automated program.
- *Responsible for working with citizens and media as related to elections.
- *Required to attend annual election administrator training.
- *Required to be proficient in the election software and programming of the equipment with assistance from election equipment and software vendors
- *Personal vehicle required for travel related to position.
- *Hours subject to demands of election calendar. No vacations during election period.
- *Responsible for knowledge of precinct lines
- *Responsible for recruiting of county election workers and conducting training of election workers
- *Coordinates with political parties, entities, schools and other election participants

Education:

Bachelor's Degree

Skills:

Advanced computer skills preferred

Microsoft Office (Word, Excel)

Calculator-10 Key

Ability to conduct detailed research and interpret legal documents

Ability to maintain confidentiality and discretion

Ability to work under stress and maintain professional courtesy

Ability to communicate well with the public in person, by email, or by telephone

Articulate speaking and grammatical skills

Capable of lifting 35 pounds