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Elections Administrator

JOB CODE	JOB FAMILY	PROFILE
JCM409	**Elections**	**Elections Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**July 8, 2026**

The Elections Administrator oversees election operations, manages the voting machine warehouse, and directs the voter registration section under the jurisdiction of the County Clerk. This position supervises staff and training efforts and ensures proper procedures are followed in accordance with the State Election Code and the Federal Voting Rights Act. Responsibilities include preparing election instructions for officials, overseeing polling locations, and ensuring adequate and well-trained election personnel. Supervisory duties include hiring, training oversight, performance evaluation, coaching, discipline, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Directs all functions and activities related to elections under the jurisdiction of the County Clerk.
- Reviews the State Election Code and Federal Voting Rights Act to ensure procedural compliance; oversees the preparation of election instructions for officials.
- Oversees polling locations and ensures that election personnel are sufficient in number and adequately trained.
- Guides Bureau of Elections (BOE) Managers in preparing lists of registered voters, absentee voters, election officials, polling places, and voter signature rosters.
- Manages the purchase and distribution of election supplies and equipment as required by the State Election Code; maintains a perpetual inventory of all supplies, machines, and accessories.
- Ensures BOE Managers train voting machine technicians in programming and maintenance; coordinates an ongoing maintenance program and provides guidance as needed.

- Oversees the programming, testing, and sealing of all voting systems used in absentee, early, and election day voting; maintain ballot box security.
- Provides oversight and guidance to BOE Managers for ballot layout, formatting, and design.
- Ensures BOE Managers handle transportation of voting machines, manages damage control, and maintains warehouse security.
- Assists in preparing the Bureau of Elections' operational budget.
- Interacts with public and private groups to disseminate information about the election process.
- Testifies on behalf of the County Clerk in local, state, and federal court proceedings, if required.
- Coordinates with the Bernalillo County Attorney's Office and external legal counsel as necessary.
- Oversees election-critical infrastructure and coordinates with County, State, and Federal Departments of Homeland Security.
- Manages all aspects of election administration, including absentee voting, early voting, and election day voting.
- Ensures voter registration processes comply with state and federal election laws.
- Coordinates with municipal, county, state, and federal entities on election administration, resource needs, security, and public information.
- Supervises and directs personnel involved in the election process; ensures compliance with internal policies and external regulations; evaluates, trains, and disciplines staff as needed.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business, Public Administration, Government, Political Science, Information Technology, or a related field.
- Nine (9) years of work experience in a professional administrative role.
- Two (2) years of experience in a managerial position.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.

- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Work is primarily performed indoors in a climate-controlled environment on flat, hard surfaces.
- May be exposed to outdoor weather conditions while troubleshooting election equipment on election days or when responding to field issues.
- Frequently works independently with minimal supervision.
- May operate a county vehicle as needed.

EQUIPMENT, TOOLS, AND MATERIALS

- Frequently uses standard office equipment, including photocopiers, fax machines, computers, telephones, and calculators.
- Handles various materials such as files, forms, reports, election supplies, and a wide range of standard office products.