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Elections Manager

JOB CODE	JOB FAMILY	PROFILE
JCM310	**Elections**	**Elections Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**July 8, 2026**

The Elections Manager coordinates the daily functions and operations of the Bureau of Elections. This position supervises staff and supports the planning and execution of all elections, including managing voting machine equipment and supplies. The manager leads the election operations section, oversees the voting machine warehouse, and directs the functional operations of the voter registration section. Responsibilities include hiring, training oversight, performance evaluation, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists the Bureau of Elections Administrator in coordinating and overseeing activities related to the conduct of elections, as directed by the Administrator.
- Reviews the State Election Code and Federal Voting Rights Act to ensure county compliance. Assists in preparing procedural instructions for election officials.
- Manages polling locations and ensures adequate staffing. Verifies that all election personnel are properly trained.
- Supervises election staff involved in voter file maintenance, voter registration, poll worker recruitment and assignments, voter list updates, and absentee/early voting operations.
- Oversees the preparation of voter registration lists, absentee voter records, election official rosters, polling place directories, and signature rosters.

- Ensures voting machine technicians are trained in programming and maintaining all voting machine types. Coordinate an ongoing maintenance program.
- Prepares ballot content, including layout, formatting, and design.
- Oversees the mail-out and return process for absentee, federal, military, overseas, and U.S. ballots. Ensures proper administration of voter ID cards, registration purges, changes, deceased statuses, and deletions.
- Plans and coordinates training sessions for poll officials and technicians. Ensures staff certification for programming, testing, sealing, and maintaining voting machines. Assists with recruiting poll officials and training staff for Election Day registration.
- Supports programming, certification of voting machines, ballot box procedures, election day procedures, and communication with poll workers and polling places.
- Manages the transportation of voting machines to and from polling places and address any damage issues. Maintain warehouse security.
- Assists county officials and the public with voting data and records research. Responds to management calls and handles communication via memos, letters, email, and phone.
- Ensures compliance with the New Mexico Election Handbook and the Federal Voting Rights Act. Oversees proper handling of absentee, federal, military, overseas, and U.S. ballots. Ensures accurate administration of voter ID cards, purges, changes, deceased statuses, deletions, and felony notices.
- ***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 Administration, Public Administration, Government, Political Science, or a related field.
- Six (6) 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.

SUPPLEMENTAL INFORMATION

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 primarily takes place indoors on flat, hard surfaces in climate-controlled environments. Outdoor work may be required during elections or when troubleshooting voting machine issues.
- Work is often performed independently with minimal supervision.
- A county vehicle may be used as needed.

EQUIPMENT, TOOLS, AND MATERIALS

- Frequently used equipment includes photocopiers, fax machines, computers, telephones, and calculators.
- Materials handled include files, forms, reports, various documents, and general office supplies.