Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Elections Supervisor

JOB CODE	JOB FAMILY	PROFILE
JCM208	**Elections**	**Elections Supervisor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**March 25, 2026**

The Elections Supervisor assists in managing all activities related to the conduct of elections under the jurisdiction of the County Clerk. Reviews the State Election Code and the Federal Voting Rights Act to ensure full compliance with applicable laws and procedures. Prepares instructions for election officials on the conduct of elections and ensures polling locations are properly staffed and personnel are well trained. Provides supervision and training in related areas. Employee supervision includes hiring, training oversight, performance evaluation, coaching, disciplinary action, and termination.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists in managing all activities related to elections under the jurisdiction of the County Clerk.
- Reviews the State Election Code and Federal Voting Rights Act to ensure County compliance; assist in preparing procedural instructions for election officials.
- Ensures polling locations are fully staffed and election personnel are adequately trained.
- Assists in tracking registered voters, absentee voters, election officials, polling locations, and voter signature rosters.
- Assists in the procurement and distribution of election supplies and equipment as required by the State Election Code and other legislative mandates. Maintains a perpetual inventory of all election supplies, voting machines, parts, and accessories.

- Ensures voting machine technicians are trained in programming and maintenance; coordinates ongoing maintenance of all machines.
- Assists in programming and sealing absentee and early voting machines; conducts test elections and ensures ballot box security.
- Assists in preparing the layout, format, and design of all relevant ballot-related materials.
- Assists in transporting voting machines to and from polling places, including managing damage control. Maintains warehouse security.
- Assists in preparing the Bureau of Elections budget for operational expenditures.
- Interacts with public and private groups to disseminate election-related information, as assigned.
- ***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

- High School Diploma or GED.
- Seven (7) years of work experience in business or office administration, government, or a related field.
- One (1) year of experience in a supervisory or managerial role.

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

- Primary work is performed indoors on a flat, hard surface in a climate-controlled environment. Occasional outdoor work may be required, particularly during election day troubleshooting or when addressing voting machine issues.

- Duties are performed primarily independently with minimal supervision.
- A County vehicle may be used as needed.

EQUIPMENT, TOOLS, AND MATERIALS

- Common equipment includes photocopiers, fax machines, computers, telephones, and calculators.
- Materials handled include files, forms, reports, general paperwork, and a wide range of standard office supplies.