



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HAVA ADMINISTRATOR	41	B	7.641

Under administrative direction of the Deputy Secretary of State for Elections, the HAVA Administrators, which are allocated to a specific area of focus of the State, provide overall leadership, operation, planning, and management of the State's federal elections pursuant to the Help America Vote Act (HAVA) and related federal and State voting rights laws; provide analysis and interpretation of federal and State laws, regulations and statutes related to elections administration; represent the division and makes presentations to various boards, legislative committees, community organizations and the public. Incumbents provide services in either the support of improvements in the administration of elections and/or in the support of county election officials.

Develop long-range and annual plans for the administration of the State's elections to ensure conformance with federal and State requirements, including major program activities for voter registration, voting systems, military and overseas voters, facility management and security of information.

Analyze, interpret, and review federal and State laws related to elections administration; draft language and propose State regulations for legislative approval and passage; write, review, and recommend administrative policies for HAVA programs; issue oral and written directives in the form of policy statements and manuals.

Provide direction to and coordinate with local election officials, information technology staff, and elections-related vendors to administer technical aspects of the election process; review and recommend technological advancements used in the administration of elections; develop and review business requirements to deliver accessible voting systems and voter information; review and evaluate hardware and database advancements and make purchase recommendations; oversee voting equipment inventory and distribution.

Prepare the HAVA program and biennial budget plans; monitor approved budgets and fiscal transactions to ensure compliance with federal and State policies and requirements; develop cost estimates and justification for new or expanded programs and purchase of equipment; draft work programs for budget augmentation and prepare/present the budget or recommendations to the legislature.

Coordinate public outreach and audience advocacy regarding voting procedures, voting rights, and voting technology; make presentations to staff, community organizations, employers, and the public to provide information and explain elections-related program activities, requirements, and policies; represent the Secretary of State's Office at conferences, both within and outside the State, legislative hearings, board meetings, and community groups.

Apply for and manage grant funds associated with election administration; prepare documents necessary to apply for and accept federal funding and coordinate any State matching funds; administer subgrants by recommending approval or denial of applications and monitoring and providing assistance as to fund usage.

Train, supervise and evaluate the performance of professional and support staff; develop work performance standards; provide for appropriate staff development opportunities; initiate disciplinary action as necessary.

Collect, analyze, and report voter and election information including voter registration statistics, eligibility, and participation; prepare and submit comprehensive narrative and financial reports as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * This position may require specialized skills which will be identified at the time of recruitment.
- * Some travel in-state and out-of-state is required.

INFORMATIONAL NOTE:

- * This position requires work on evenings and weekends, including State holidays, depending upon the dates of elections.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, communications, law or related field and five years of professional experience managing diverse programs which required budget development and management; coordination of program services and activities with community organizations and governmental agencies; development of policy; and making public presentations; which included two years of experience supervising professional staff; **OR** graduation from high school or equivalent education and seven years of experience as described above, which included two years of experience supervising professional staff; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: principles and practices of supervision and training; program and data analysis methods used to develop recommendations and reports; principles, theories, techniques, and trends in public administration including budgeting, financial management, and governmental programs; quality control methods used to direct program policy and procedure reviews; modern computer capabilities and technology. **Ability to:** write concise, logical, and grammatically correct analytical reports, correspondence, and program documents; establish work priorities and determine the time, place, and sequence of action to be taken; train, supervise and motivate staff; project workload and staff and equipment needs; develop, coordinate, and adapt work processes to accomplish goals and objectives and optimize efficiency. **Skill in:** making oral group presentations to provide information and explain policies and procedures; reading, interpreting and applying technical documents, complex federal guidelines and legal documents for new and revised policies and regulations; establishing and maintaining positive and cooperative working relationships with staff, representatives of other agencies and organizations, government officials, employers and professionals in the community; mediating between contending parties; negotiating, exchanging ideas, information and opinions with others to arrive jointly at decisions, conclusions or solutions; managing space, equipment and material resources; interacting with complainants with tact and diplomacy.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Detailed knowledge of: department, division, and section goals, systems, programs, and policies related to assigned programs. **Working knowledge of:** federal and State laws and regulations governing programs administered under HAVA; goals, objectives and federal guidelines for voter registration, accessibility, voting rights, and voting systems; State and agency regulations regarding budget maintenance, purchasing and supervision; grant management techniques and requirements; computer capabilities and programming logic; data processing and operational systems for HAVA.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.641

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