

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 27 day of May, 2025

Upon the motion of Commissioner BROOKS and the second by Commissioner Van Beek the Board resolves as follows:

- To adopt the changes to the **title, grade, and job descriptions of one (1) position** in the Elections Department.



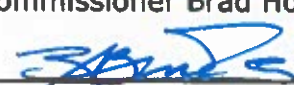
**One (1) Office Manager, salary grade 14, min \$61,838.40 – max \$85,321.60 annually**, position control number 12 221 746, FLSA Exempt.

To

**One (1) Director of Elections, salary grade 16, min \$85,300.80 – max \$117,686.40 annually**, position control number 12 221 746, FLSA Exempt.

Updated Job Descriptions are attached.

☒ Motion Carried Unanimously  
☐ Motion Carried/Split Vote Below  
☐ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
 Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Brad Holton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Zachary Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: RICK HOGABOAM, CLERK

  
Deputy Clerk

Date: 5/27/25

#25121



# Director of Elections

**Department: Elections**

**FLSA Designation: Exempt**

**Pay Grade: 16**

**Effective Date: 5/2025**

## **Job Summary**

Perform varied and complex administrative, technical, clerical, budgetary, and supervision duties. The work is performed under the supervision of the County Clerk and Chief Deputy Clerk, considerable latitude is granted for the exercise of discretion, independent judgment, and initiative with respect to matters of significance. Supervision is exercised over the election personnel.

## **Key Responsibilities:**

- **Administrative**
  - Plans, develops, implements, coordinates, and directs the activities of the elections department, including registration, candidate filings, all forms of voting, performing, and testing.
  - Prepares annual budgets for Elections and Consolidated Elections, and monitors fiscal activities to assure conformity within established parameters.
  - Serves as the primary contact to the Idaho Secretary of State's Office as it relates to the state's voter registration system (ISVRS) and on matters concerning the interpretation of Idaho Election Code (Title 34).
  - Prepares and updates training material for employees, Sr. Judges, election board members, and poll workers.
- **Elections**
  - Assists districts within Canyon County with their elections, ensures deadlines are met and the text for bond and levy issues are in compliance with state law and Idaho Secretary of State guidelines.
  - Responsible for in-office early voting to include staffing, training, and daily operations, and provides support as needed for absentee ballot mailings and verification.
  - Ensures polling facilities are available and scheduled for the election date needed, ensures adequate staffing at polling locations.
  - Ensures post-election evaluations of each polling place are conducted and results are communicated to Sr. Judges.
- **Policy and Procedure**
  - Examines candidate campaign finance reports for validity and accuracy per election laws.
  - Responds to inquiries according to established departmental policy and Idaho law governing elections.
  - Reads and interprets federal election laws, the Idaho constitution and statutes, Idaho Secretary of State directives, county resolutions, and ordinances to ensure division compliance.
- **Other Duties**

- Performs all work duties and activities following County policies, procedures, and safety practices.
- All other duties as assigned.

### **Qualifications**

#### **Skills and Abilities**

- Knowledge of government policies, practices, and procedures in local, state, or federal government.
- Policy formulation, implementation, and evaluation.
- Strong leadership skills including negotiation, communication both within and outside of the division, change management, and process reengineering.
- Ability to work under pressure and adapt to rapidly changing circumstances.
- Exercise tact and courtesy.
- Establish and maintain effective working relationships with county, city, state, federal, nonprofit, private, and other related officials.

#### **Special Qualifications**

- Must possess a valid driver's license.
- Must successfully complete a background investigation.

#### **Education and Experience**

- Bachelor's degree from an accredited university in management, government, public administration or related field, or an equivalent combination of education and experience.
- Five (5) years of experience performing similar work, preferably within the County Clerk's office; and Two (2) years of supervisory experience or
- Additional relevant education and experience required for the position.

#### **Essential Physical Abilities**

- Clear speech with or without an accommodation, to effectively convey detailed or important instructions or ideas accurately, loudly and/or quickly
- Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information
- Visual acuity, with or without an accommodation, to read instructions, review and organize documents
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks
- Ability to lift 30 lbs

#### **Disclaimer:**

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.