

**aECLASS TITLE:** Deputy Director  
**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist in the planning, supervision, review of programs and administrative functions of the Elections Division as assigned; to organize, assist and direct subordinates to fulfill agency responsibilities as described in Title 17 of the Rhode Island General Laws as well as achieve agency goals and objectives, as directed by the Executive Director.

**SUPERVISION RECEIVED:** Works under the general supervision of the Executive Director and assists in carrying out the directives and policies established by the Board.

**SUPERVISION EXERCISED:** Assist the Executive Director supervising the permanent and seasonal staff of the Elections Division.

**GENERAL STATEMENT OF DUTIES/RESPONSIBILITIES:**

- Senior management staff responsible for overall administration/operation of the Elections Division permanent and seasonal staff.
- Implement policies and programs as directed by the Executive Director.
- Duties include, but are not limited to, preparation and administration of elections according to state and federal laws, drafting legislation, development of public outreach informational campaigns and programs, development of candidate educational outreach programs, management of the state assets (building, equipment & vehicles).
- Assist with the coordination of agency media relations and public information campaigns through national and local media outlets and social media platforms.
- Attend and engage in training and seminars for elections, including certification programs and cybersecurity training, as directed by the Executive Director.
- Knowledge of election laws and rules & regulations promulgated by the Board of Elections and of procedures and practices in administering elections.
- Ability to testify in legislative hearings and judicial proceedings.
- Prepare and produce information to the Executive Director relative to all election administration.
- Create and revise relevant policy and procedures for the administration of voting and elections, and the selection and accessibility of polling locations under state and federal laws.
- Participate and oversee in the planning, organizing and administering of the conduct of elections, assisting local canvassing authorities, elected officials, candidates and general public in election-related matters.

- Serve as a liaison to local, state and federal agencies as well as public and private organizations, as directed by the Executive Director.
- Serves as agency's representative on various boards; oversee and update voter registration programs, oversee the conduct of voter registration drives in colleges and universities, and oversee the development of instructional programs and materials, as directed by the Executive Director.
- Provide all requested information to the Executive Director regarding election-related matters for the agenda for Board meetings and attend Board meetings as directed by the Executive Director.
- Assist in the preparation, development and production of rules & regulations, directives, manuals, booklets, informational and educational material relating to election publications and procedures.
- Assist in the preparation of Requests for Proposals (RFPs) and Requests for Information (RFIs) and review, rating of bids for election equipment, as well as other technical and consulting services.
- Oversee the implementation of programs and procedures relating to the maintenance, testing, storage, and implementation of digital scan voting equipment, accessible voting equipment ballot – on demand printers, ballot tabulators, mail opening and sorting equipment, electronic pollbooks, as well as inventory management for all election-related equipment and supplies, including implementation of cybersecurity best practices in the deployment and operation of voting equipment.
- Interface with the thirty-nine municipalities, the RI Department of State and other state agencies, and oversee the development and coordination of training and certification programs for election officials.
- Oversee the implementation of programs and procedures related to the processing, certification, and tabulation of a high-volume of mail ballots, as well as policies and procedures related to mail ballot drop boxes.
- Oversee the implementation of programs and procedures related to the conduct of early voting, election recounts, and post-election Risk Limiting Audits.
- Oversee the compilation of complex and detailed statistical and non-statistical reports and spreadsheets to the Executive Director relating to the planning and preparation for the conduct of elections, and on all work performed on voting equipment, inventory management and needs, as well as compliance with reporting requirements to state and federal agencies.
- Achieve agency goals and objectives established by the Executive Director.

## **ILLUSTRATIVE EXAMPLES OF WORK PROFORMED:**

To assist in the planning, supervision and review of programs and administrative functions, including rules and regulation as assigned; to organize, assists and directs subordinates to fulfill agency responsibilities as described in Title 17 of the of the Rhode Island General Laws as well as achieve agency goals and objectives.

Assist with the functions and programs of the organization.

Responsibilities include the management of maintenance of the Board's facilities.

Responsible for management and coordination of content on the Board's official web site and other media platforms as needed.

Oversee the management and coordination of technicians for service and repair calls to all polling places on Election Day.

Responsible for management and oversight of the voter registration programs, including designated state agencies, colleges, and universities within the state, as well as monitoring other manners of registration as described in Title 17 of Rhode Island General Laws and Board of Elections Voter Registration Rules & Regulations.

Responsible for compiling complex and detailed statistical and non-statistical reports to the Board's Executive Director relating to the Elections Division and on all work performed on voting machines and other reports requested.

Responsible for the development and oversight of election recounts and post-election audits, as directed by the Executive Director.

Assist in developing and implementing new programs as directed by the Executive Director.

Responsible for managing and coordinating maintenance and security of the agency's facility including coordinating any necessary facility repairs or improvements to ensure the efficient and secure conduct of the agency's operations and coordinating with security system vendors.

Responsible for planning and overseeing the operation and maintenance of the fleet of state-owned vehicles to ensure proper use and distribution to ensure the efficiency of the agency.

Assist in responding to requests from local and state officials and agencies, public and private organizations and the general public relating to the Elections Division.

Oversee programs related to the training of the local boards of canvassers, pollworkers, and agencies relating to Title 17 of Rhode Island General Laws and federal law.

Review and implement current RI and Federal Election Law and suggest legislative amendments to update the RI election process.

To perform related other duties as required.

**KNOWLEDGE, SKILLS AND CAPACITIES:** Excellent written and oral communications skills essential; demonstrated management, leadership and organizational skills; familiarity with Rhode Island election process helpful; ability to work at the direction of the Executive Director, independently or with staff in developing and implementing complex assignments; ability to prioritize and coordinate multiple projects and work assignments involving multiple personnel; possess strong interpersonal skills, including the ability to work effectively and professionally with superiors, agency staff, other state and federal agencies, and the public; must be an innovative problem-solver and thorough and accurate in the performance of his/her duties; have a working knowledge of and familiarity with computer information systems and other office equipment; ability to follow oral and written instructions and related capacities and abilities.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing; and

**Experience:** Such as may have been gained through: employment in a management or supervisory position, preferably with practical work experience in areas of election administration, or other management experience deemed appropriate. Preferably (5) five years or more of experience in conducting state and local elections applying federal and state election laws and regulations. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Job Description Created:	April 2024
Type of Service:	Unclassified/non-union
Class Code:	
Work Week:	35 hr/non-standard
Pay Grade:	PG 838
Pay Range:	\$101-756 – \$116,916