

JONES COUNTY JOB DESCRIPTION

Position: Deputy Auditor/Elections

Reports to: County Auditor

Department: Auditor

Revision Date: November 2011

This job may be combined with another job with a separate job description. See position description for details.

GENERAL SUMMARY

In consultation with, and under the general supervision of, the County Auditor, manages the county voter registration database and assists with the administration of all elections conducted in Jones County.

ESSENTIAL JOB DUTIES

Management of the county's voter registration database in compliance with Iowa Code Chapter 48A, and related administrative rules, more specifically:

- Daily maintenance of voter records including correspondence with voters, cross reference with various other data bases, and imaging and filing related documents
- Preparation of various election and voter registration reports, including filling public requests for voter registration reports and data files.
- Update vote history after each election using data files acquired from electronic pollbooks.
- Reconciliation of voter participation records with vote totals from the various precincts.
- Requires the ability to acquire an understanding of the relationship between voting precincts and multiple jurisdictions and districts.

Coordination of absentee voting for persons in health care facilities.

Coordination of, and assistance with, election equipment testing prior to every election using procedures that comply with requirements of the Iowa code and administrative rules.

Reserving polling place sites for use on election day. Includes evaluation of various sites for compliance with federal ADA regulations for voting facilities.

Preparation of various public notices with election related information.

Coordination of, and assistance with, delivery, return, and maintenance of voting equipment and supplies for use on election day. Includes maintaining records of equipment repairs and supply inventories.

Appointment, recruitment, and assistance in training precinct election officials, including management of a database of precinct election officials, their election assignments, and training history.

Create ballot layout data files using specialized software that also creates the program files for ballot tabulation equipment.

Operation of specialized equipment and software to acquire and report election results after the polls close on election night.

Preparation of various official documents recording the results of each election, including canvasses, abstracts, and certificates of election.

Monitoring and updating the Auditor's Elections web-site page with current and relevant election related information.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Election responsibilities require the ability to understand and implement complex state and federal laws and administrative rules to preserve integrity and fairness in the election process.

Accuracy, attention to detail, excellent organizational skills, and the ability to prioritize and meet numerous deadlines are critical to this position. Excellent verbal and written communication skills are required, as well as the ability to analyze information and resolve problems.

Must be proficient in the use of computer hardware (personal computers, printers, etc.) and software, including Microsoft Word and Excel. Experience using Microsoft Publisher, PowerPoint, and Access is desired, but may be acquired after hire. Must have the ability to become proficient in the use of software customized for this particular position.

Many of the election responsibilities are seasonal in nature requiring significant advance preparation, and the ability to adapt to a heavy workload and much prioritization and flexibility during the immediate election period, and will require some evening and weekend hours during election season. Election day duties may require a fifteen to eighteen hour work day on that particular day (two to four times per year).

Certification through the forty hour Iowa State Election Administrators Training (SEAT) program will be required at the first available opportunity. Attendance at ongoing continuing education sessions for SEAT is required. Some training opportunities will require occasional overnight travel.

ENTRY REQUIREMENTS

Possession of an AA degree, or an equivalent combination of two years of education, training, and/or work related experience in a business administration related field. Preference given to individuals with education, training, and/or work related experience that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position.

Applicants may be requested to submit to a criminal background check during the interview process, and said background check may be conducted prior to an offer of employment.

SPECIAL REQUIREMENTS

Possession of a driver's license valid in the State of Iowa.

WORK ENVIRONMENT

Most work is performed indoors in an office setting, though some election duties require outdoor work; must occasionally lift books weighing up to 10 pounds; must occasionally lift boxes of paper weighing up to 40 pounds; must occasionally lift election equipment weighing up to 55 pounds, but could receive assistance if necessary.

The County Auditor's Office provides a wide variety of services to the public and other governmental entities, and serves as the primary administrative office for county government. As an employee of the Jones County Auditor's Office all staff are expected to provide courteous and knowledgeable assistance in a professional manner to customers at the public counter, by telephone, e-mail, and by written correspondence. Areas of basic knowledge to be acquired by all staff in order to provide efficient public service are: absentee voting, voter registration, passport application acceptance, and property records. While individual staff members may be assigned a specific area of general responsibility, all staff

members are expected to assist each other as needed, and with miscellaneous other tasks as assigned. This job description is not intended to provide a complete list of duties that may be assigned to an employee.

- 1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.**
- 2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**
- 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.**
- 4. The County reserves the right to change or reassign job duties, or combine positions at any time.**

JONES COUNTY JOB DESCRIPTION

Position: Land Use Administrator

Reports to: County Auditor
& Board of Supervisors

Department: Auditor

Revision Date: November 2011

This job may be combined with another job with a separate job description. See position description for details.

GENERAL SUMMARY

Under the general supervision of the County Auditor and Board of Supervisors, and in consultation with the Planning & Zoning Commission and Board of Adjustment, serves as the County Land Use Administrator to administer and enforce all aspects of the county zoning, subdivision, and nuisance ordinances.

ESSENTIAL JOB DUTIES

Coordinates and attends all Planning & Zoning Commission and Board of Adjustment meetings. Attends meetings of the Board of Supervisors as needed to review nuisance complaints, and other land use related matters as expressed in the ordinances.

Provides oral and written information to the public, property owners, realtors, appraisers, and attorneys about county land use regulations and the procedures involved in reclassifying and subdividing property in the unincorporated areas of Jones County. Assists applicants with completion of applications for variances, and reclassifications.

Investigates complaints of possible violations of the county nuisance ordinance, including making site visits and interviewing various parties. Meets with the Board of Supervisors to determine the disposition of nuisance complaints, and follows through with actions of the Board regarding said nuisances. May file complaints, and serve as a witness on behalf of the county, in court proceedings regarding violations of the nuisance ordinance.

Reviews all applications for confinement animal feeding operations in compliance with county responsibilities outlined in the Code of Iowa, and related administrative rules. Provides written and verbal information to the Board of Supervisors, the Iowa Department of Natural Resources, applicants, and the public, regarding said applications, including preparation of required public notices.

Reviews all plats of survey dividing unincorporated land for conformance with the zoning and subdivision ordinances of the county, and determines when variances to the ordinances are required, or when subdivision plats are required. Grants or denies permits or variances as allowed by the various ordinances.

Reviews preliminary and final subdivision plats for compliance with county ordinances, and guides the developer through the approval process. Works with various other county offices to assist the developer through the approval process.

Maintains the official county zoning map, working with the county GIS department for digital updates.

Provides recommendations for updates to the zoning, subdivision, and nuisance ordinances to the Board of Supervisors. Reviews the Jones County Comprehensive Plan for correlation to said ordinances. Works in conjunction with the County Auditor and County Attorney in preparing ordinance updates.

Prepares and distributes agendas, minutes, public hearing notices and other correspondence for the Planning & Zoning Commission and Board of Adjustment. Generally coordinates the business of the Planning & Zoning Commission and Board of Adjustment.

Collects and deposits zoning and subdivision fees.

Maintains the Land Use page of the county web-site by providing current information, application forms, and links to various related web-sites and other related information.

Assists co-workers to understand the basic zoning variance and subdivision processes, in order to provide assistance to the public in the absence of the Land Use Administrator.

Attendance at evening meetings, approximately twice each month, is required. Adjustment of normal day-time office hours will be required to offset time spent at evening meetings. Periodic in-county travel is required to investigate nuisances, and may be required to gain a better sense of the appropriateness of proposals for subdivisions, zoning requests, and confinement animal feeding applications. Attendance at various educational opportunities and job-related meetings, which may involve overnight travel, will be required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Shall have, or acquire, a working knowledge of legal descriptions of land, plats of survey, and subdivision plats, the basic concepts and logic of land use controls, and the process of land development. Must acquire an in-depth understanding of the county's zoning, subdivision, and nuisance ordinances, as well as related provisions of the Iowa Code, specifically chapters 335, 354, and 355, and any related Iowa administrative rules. Seeks guidance from the County Auditor, County Attorney, and Board of Supervisors as needed to properly interpret, administer, and enforce said ordinances.

Must be able to impartially enforce the requirements of the ordinances in a professional manner with firmness, tact, and diplomacy. Excellent verbal and written communication skills are required, as well as the ability to analyze information and resolve problems.

Must be proficient in the use of computer hardware (personal computers, printers, etc.) and software, including Microsoft Word and Excel. Must have the ability to become proficient in the use of software customized for this particular position.

ENTRY REQUIREMENTS

Possession of an AA degree, or an equivalent combination of two years of education, training, and/or work related experience in a business administration related field. Preference given to individuals with education, training, and/or work related experience that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position. Prior experience with land use planning would be helpful, but not required.

Applicants may be requested to submit to a criminal background check during the interview process, and said background check may be conducted prior to an offer of employment.

SPECIAL REQUIREMENTS

Possession of a driver's license valid in the State of Iowa.

WORK ENVIRONMENT

Most work is performed indoors in an office setting, though some minor duties, such as site visits, may require limited outdoor work and walking on uneven terrain. With reasonable accommodations, must be physically able to lift and carry office equipment and supplies weighing up to 40 pounds (such as a case of paper). May be required to work outside of normal working hours to attend meetings.

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