

# Medford

Medford City Hall  
85 George P. Hassett Drive  
Human Resources Department, Room 204  
HR: 781-475-5640 - Fax: 781-393-9489

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<b><u>POSITION:</u></b>	<b><u>Elections Manager</u></b>	<b>#J2025 – 0019 Posted 2/28/25</b>
<b><u>DEPARTMENT:</u></b>	Elections Office	<b>Posting Removal: 3/14/25</b>
<b><u>HOURS OF WORK:</u></b>	Full-Time 35 hours: Monday, Tuesday, Thursday 8:30 am - 4:30 pm, Wednesday 8:30 am - 7:30 pm, Friday 8:30 am - 12:30 pm Evenings and weekends as required to meet operational needs.	
<b><u>SALARY:</u></b>	<b>Non-Union CAF 12 (\$1,434.98 - 1,677.01 /weekly)</b>	

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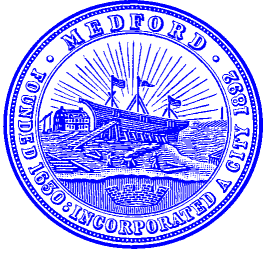
## **BASIC FUNCTION:**

Supports the work of the Elections Commission and ensures the City meets legislative and regulatory requirements for elections. Coordinates and undertakes tasks associated with Federal, State, and Municipal Elections conducted in the City of Medford. Works with vendors and city departments to schedule and set up polling locations for each election. Recruits, hires, and schedules Poll Workers to cover each election. Assists with all aspects of the election process.

**SUPERVISION:** Works under the general direction of the Elections Commission as well as works cooperatively with the Mayor's Office under the supervision of the Chief of Staff. Supervises staff within the Office of Elections Commission.

## **RESPONSIBILITIES:**

- Maintains and updates voter registration data including but not limited to, registration forms, petitions, absentee ballot processing, provisional ballot verification and voter history.
- Certifies nomination and petition papers, prepares campaign and political finance election forms and packets, provides information to candidates, and committees-to-elect on procedures, regulations, time frames and reporting requirements.
- Manages annual election calendar.
- Organizes, and prepares election materials and supplies to be delivered to each polling location as well as trains and leads temporary staff hired for elections.
- Performs inventory and audit tasks. Assists with election day, early voting, equipment testing and other general information services support. Assists the public, candidates, voters, and others with inquiries and responds to routine election questions.
- Assists in identifying appropriate polling locations within the city. Attends all meeting of the City's Elections Commission.
- Prepares for Elections Commissions meetings by preparing minutes, tracking attendance, and distributing applicable agenda items necessary to the meeting.
- Assists with preparation of all related election spreadsheets and precinct checklists, precinct notebooks and materials. Includes preparation and set-up for election night vote tallying results and preparation and reporting of election results for certification.
- Assists with and/or leads election projects. Assist with and/or prepares materials for election services.
- Recruits residents to work as poll workers when needed and manages poll worker database.
- Oversees early voting and mail in voting activities. Provides customer service as requested by candidates and the public for document copies and other election data. Develops and maintains relationships with Office of the Secretary of the Commonwealth and appropriate other state agencies. Works to identify and pursue appropriate election related grants. Coordinates the process and handling of mail in ballots.
- Participates in election planning and problem-solving activities. Coordinates with the Medford Police Department the hiring of Police Details for Election-Day details. Creates nomination paper for municipal elections. Works with Office of the Secretary of the Commonwealth on census related redrawing of wards and precincts.
- Builds and maintains databases of election records.
- Reviews and files campaign and political finance statements. Supports Election Commission in the preparation of the draft annual budget and administers final approved budget.



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- Refers all media-related inquiries to the Mayor's Office.
- Performs other related duties as required.

## **EDUCATION & EXPERIENCE:**

### **Minimum Entrance Requirement:**

- Bachelor's Degree
- Three (3) years of experience working on campaigns or elections, with strong preference for work within a municipal City Clerk's Office, Board of Registrars of Voters Office, or Elections Commission Office as Election Staff.

## **KNOWLEDGE, SKILLS, ABILITIES:**

**Knowledge:** Knowledge of Massachusetts laws and regulations relating to elections. Understanding of regulations, principles and practices governing Voter Registration. Knowledge of specialized elections equipment and database programming. Principles and practices of supervision, leadership, motivation, team building, training, and conflict resolution.

**Skills:** Familiarity with Microsoft Office Software applications such as Word, Excel, and Outlook. Exceptional skill establishing and maintaining effective working relationships with state employees, contractors, government entities, regulatory agencies, employees, city officials, and the public.

**Abilities:** Possesses effective communication skills both written and verbal. Analyzes problems, identifies alternative solutions, projects consequences of proposed actions and implements recommendations in support of goals. Plans, organizes, and evaluates the functions and activities of election programs and processes. Ability to operate VRIS, Image Cast voting machines, AutoMark machines and Poll Pads. Works independently with minimal supervision.

## **PHYSICAL REQUIREMENT:**

While performing the duties of this job, the employee is frequently required to sit, stand, see, talk, and hear. The employee is required to walk, use hands to operate; finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to lift light to medium weight boxes, containers, or books.

## **WORK ENVIRONMENT:**

The work environment is in a standard indoor office environment. The noise level in the work environment is typically low to moderate.

## **ADDRESS ALL COVER LETTERS AND RESUMES TO**

**Human Resources Department  
City of Medford – Room 204  
85 George P. Hassett Drive  
Medford, MA 02155**

**Or send a cover letter and resume with the job title in the subject line to  
[jobs@medford-ma.gov](mailto:jobs@medford-ma.gov)**

**For the posting, please visit the City of Medford's website – [www.medfordma.org](http://www.medfordma.org)**

**The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans, and Persons with Disabilities are encouraged to apply.**