

**Cherokee Nation Election Commission Administrator
Tahlequah**

VACANCY ANNOUNCEMENT

We are currently seeking an Administrator of the Cherokee Nation Election Commission in Tahlequah, Ok, who must be a Cherokee Citizen.

JOB SUMMARY/OVERVIEW

The Election Commission is an Autonomous, permanent and independent Commission created by the Cherokee Nation Constitution and the Election Code.

The Administrator is responsible for overseeing the administration, coordination, and integrity of all Cherokee Nation elections in collaboration with the Election Services Director under the direction of the Cherokee Nation Election Commissioners. This role ensures compliance with Cherokee Nation Election Commission policies and procedures, Cherokee Nation Election Code, while managing election logistics. The Administrator serves as the primary point of contact for the Election Commission, supervises staff, and ensures the accurate and secure maintenance of voter data, conduct of elections and compliance with the Election Code. The Administrator will execute all duties in coordination and consultation with the Election Commission.

RESPONSIBILITIES

Responsible for all administrative functions, supervising and directing the work of the Election Director, Staff and the Elections. Engages in maintaining harmonious relationships with Commissioners, among the staff and the public. Duties will be performed within the scope of the Cherokee Nation Constitution, Cherokee Nation Election Code, the Cherokee Nation Election policies and procedures and Rules and Regulations.

ESSENTIAL DUTIES include the following and other duties may be assigned by the Commissioners:

Election Management, Voter Management, Office and Staff Management, Public Communications and Outreach, Election Security and On-Call availability.

SUPERVISORY ROLE

Supervise the Election Director, Commission Office and Staff

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATIONAL REQUIREMENT

Bachelor's degree from a 4-year college or university in Business Administration, Public Administration or related field; or 4 years related experience; or equivalent combination of education/experience, preferred.

EXPERIENCE REQUIREMENT/BACKGROUND

4 years' directly related experience in a supervisory capacity and/or tribal, state, or federal election experience preferred.

LANGUAGE SKILLS

Ability to write reports, business correspondence and procedure manuals in consultation with Commissioners. Ability to effectively present information and respond to questions from groups, managers, clients, customers and the public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts.

COMPUTER SKILLS

To perform this job successfully, an individual should possess working knowledge of database software and reports, spreadsheet software and word processing software.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule formats.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

OTHER SKILLS AND ABILITIES

Must possess working knowledge of computers and databases.

Must be able to operate general office equipment. Possess knowledge of mapping/boundary skills and mapping resources. Preference for knowledge of Tribal electoral laws and regulations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit or stand for long periods. The employee is required to use hands and arms to reach. The employee is required to stand, walk, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

This position requires long hours during election periods, including nights and weekends, and the ability to handle the stress of managing large-scale elections.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.