

ELECTIONS ADMINISTRATOR

MISSION STATEMENT

The office of the Fort Bend County Elections Administrator was created to conduct all aspects of the voter registration and election processes on behalf of the citizens of Fort Bend County.

The office is responsible for the receipt and timely processing of voter registration materials and the ongoing maintenance of voter registration forms and data. It works with the office of the Texas Secretary of State to ensure the integrity of the voter registration rolls used in Fort Bend County Elections as well as to ensure that all qualified voters in Fort Bend County are able to exercise their right of franchise.

The office is also charged with the conduct of all Federal, State, and County Elections. Moreover, the office may also conduct elections on behalf of, or provide election related services to, minor political subdivisions within the county.

It is the mission of the Fort Bend County Elections Administrator to ensure that all elections are conducted fairly, accurately, and efficiently and in accordance with all state and federal laws and mandates. The office will strive to seek encourage full political participation by all qualified electors of the county and to conduct its operations in such a manner that instills the citizens of Fort Bend County with a sense of fairness, accuracy, and security in the electoral process.

GOALS

- To maintain and expand early voting opportunities and participation
- To maintain the accuracy of the voter registration rolls through constant monitoring as well as a timely and successful completion of the biannual mailing of Voter Registration Certificates in 2011.
- To expand the use of Electronic Poll Books to all Early Voting and Election Day locations, thereby reducing the likelihood of human error and vote fraud.
- To recruit and train additional bilingual poll workers.
- To eliminate all obstacles to full participation in the electoral process that might arise from language or cultural barriers or physical access.

ELECTIONS ADMINISTRATOR

PERFORMANCE MEASURES	2009 ACTUAL	2010 PROJECTED	2011 PROJECTED
Early Voting as a percentage of turnout	70.6%	N/A	N/A
Percentage of Early Voting sites utilizing Electronic Poll books.	100%	N/A	N/A
Percentage of Election Day sites utilizing Electronic Poll books.	41.7%	N/A	N/A
Number of New Voters registered.	29,026	N/A	N/A
Number of Voter Registration forms processed.	80,282	N/A	N/A
Percentage of Bi-Lingual poll workers utilized.	17%	N/A	N/A

FUND: 100 General

ACCOUNTING UNIT: 100411100 Elections Administrator

EXPENSE BUDGET

CATEGORY	2009 ACTUAL	2010 ADOPTED	2011 ADOPTED
Salaries and Personnel Costs	\$ 540,161	\$ 546,229	\$ 539,759
Operating Costs	\$ 146,517	\$ 137,400	\$ 111,940
Information Technology Costs	\$ 465	\$ 0	\$ 0
Capital Acquisitions	\$ 7,515	\$ 9,015	\$ 6,500
TOTAL	\$ 694,658	\$ 692,644	\$ 658,199

FUND: 100 General

ACCOUNTING UNIT: 100411102 Elections Services

EXPENSE BUDGET

CATEGORY	2009 ACTUAL	2010 ADOPTED	2011 ADOPTED
Salaries and Personnel Costs	\$ 259,335	\$ 473,062	\$ 281,923
Operating Costs	\$ 336,494	\$ 276,250	\$ 280,448
Information Technology Costs	\$ 21,666	\$ 13,600	\$ 6,950
Capital Acquisition Costs	\$ 6,125	\$ 0	\$ 0
TOTAL	\$ 623,620	\$ 762,912	\$ 569,321

ELECTIONS ADMINISTRATOR

2011 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Elections Registration Clerk	J06026	G06	2
Purchasing/Materials Clerk	J08066	G08	1
GIS Coordinator/Asst. Equip. Technician	J08087	G08	1
Equipment Technician-Elections	J09063	G09	1
Voter Registration Coordinator	J09075	G09	1
Election & Spanish Program Coordinator	J10071	G10	1
Assistant Elections Administrator	J12057	G12	1
Elections Administrator	J15031	G15	1
Total Authorized Positions			9

ORGANIZATION CHART

