

# Policy Number 21-02 (PN 21-02)

## Qualifications for the Appointment of the Pulaski County Election Coordinator

Division: Board of Election Commissioners  
Location: Pulaski County, Arkansas

Policy Type: Election Officials  
Effective Date: August 25, 2021

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### I. DEFINITIONS

For the purpose of this policy, the Pulaski County Board of Election Commissioners will be referred to as the Board. The Director of Elections will be referred to as the county election coordinator.

### II. BACKGROUND

Following the passage of [Act 950 of 2021](#), the Board has responsibility for the supervision and appointment of election officials, including county employees designated as election officials.

### III. REQUIREMENTS

The Board may designate an election official to serve as the county election coordinator. If appointed, the county election coordinator shall be responsible for the day-to-day operations and conduct of elections on behalf of the Board and in accordance with law.

#### Knowledge:

- Knowledge of election administration and relevant laws governing elections
- Knowledge of relevant lawful human resource policies and practices
- Knowledge of budgets, election expense allocation, procurement, and state funding
- Knowledge of the Arkansas Freedom of Information Act
- Knowledge of state and federal Retention Schedules regarding elections
- Knowledge of publication requirements regarding elections

#### Skills:

- Experience with Microsoft Office, Adobe, and social media platforms
- Experience with election related databases and election equipment
- Effective written, interpersonal communication, and conflict resolution skills
- Strong organizational and writing skills
- Strong relationship and team building skills

#### Abilities:

- Ability to follow and implement directives
- Ability to manage the day-to-day operations of the Board
- Ability to perform duties assigned by the Board
- Ability to convey and exchange relevant information
- Ability to perform in a professional manner under stressful situations

**All county election staff who are appointed as election officials serves at the pleasure of the Board.**