



Victoria County, Texas

Position Profile – Elections Administrator

Department: Elections

Classification: Exempt | General, Grade 15

Salary Range: \$61,494 – \$76,868* (*+/- Depending on experience)

About Victoria County

Victoria County is on the South Texas coastal plains roughly midway between the upper and lower ends of the Texas Gulf Coast. Victoria, the county's largest city with a population of over 65,000 is the county seat. Several major roadways converge in Victoria, making it a regional hub for business, healthcare, services, and logistics. Its proximity to Houston, San Antonio, and Austin has earned Victoria County the name "The Crossroads of Texas". The county has over **55,000 registered voters**, with a broad and engaged electorate.

Core Competencies Sought

Victoria County seeks an impartial, highly capable Elections Administrator with the following competencies:

- **Election Law & Compliance:** Working knowledge of the Texas Election Code and other applicable state and federal laws.
- **Integrity & Impartiality:** Commitment to ethics, transparency, and nonpartisan election administration, in accordance with the Texas Election Code.
- **Operational & Strategic Planning:** Ability to plan and carry out complex election operations accurately, efficiently, and seamlessly.
- **Leadership & Management:** Experience managing staff and volunteers through clear leadership with professionalism and accountability.
- **Attention to Detail & Risk Awareness:** Skills managing legal deadlines, sensitive data, election records, and security protocols.
- **Clear Communication:** Ability to effectively communicate with officials, candidates, poll workers, media, and the public.
- **Adaptability Under Pressure:** Sound judgment and calm decision-making in high-pressure, time-sensitive scenarios.

Recruitment Timeline

- **Application Posting Period**

February 3 – February 20

Position open and accepting applications.

- **Elections Commission Review**

February 23 – February 27

Commission reviews applications internally.

- **Interview Period**

March 5 – March 6

Selected candidates will be interviewed. *Interview dates may be subject to change.*

Appointment & Oversight

- Appointed by the **Victoria County Elections Commission**.

- State-level oversight provided by the **Texas Secretary of State**, with local and budgetary oversight by the **Victoria County Commissioners Court**.