

ELECTIONS DIRECTOR
GRADE: 67
SALARY RANGE: \$32,995 - \$51,142

General Statement of Duties

Performs difficult administrative work planning, directing, coordinating and supervising Federal, State, County, municipal and special election processes and staff, ensuring that all voter and election records and files are prepared and maintained in legal manner, advising candidates, educating voters, preparing and maintaining records and files and preparing reports.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Distinguishing Features of the Class

An employee in this class is responsible for directing the registration, voting and election activities for the County. Responsibilities include receiving and processing applications for voter registration, candidate filings, campaign finance compliance, processing absentee ballot applications, training and supervising full-time and part-time personnel, preparing for various regular and special elections, and other responsibilities to assure accurate and fair elections processes. The employee provides staff support to the County Board of Elections in coordinating and scheduling meetings, recording minutes, drafting the budget and presenting potential voter problems and trends. Independent judgment, initiative, tact and courtesy are required in registering voters, overseeing the elections and filing process and dealing with the general public. The work requires a thorough knowledge of election laws and a high degree of accuracy is critical. Work is performed in accordance with State election laws and policies and procedures established by the County Board of Elections. Works requires no exposure to environmental elements. Work is performed under the general direction of the County Board of Elections and is reviewed through accuracy of records, efficiency of office and election operations and feedback from the public.

Duties and Responsibilities

Essential Duties and Tasks

Prepares, directs and conducts Federal, State, County, municipal, district and special elections; adheres to and ensures compliance with North Carolina General Statutes and other related laws, rules, regulations and procedures.

Performs a variety of functions in voter registration; receives applications for registration; ascertains that applicants are eligible to register in the County; administers voter registration oath; places voters in correct precinct and local, State and Federal districts; maintains appropriate voter rolls; audits voter registration lists and removes inactive voters; and participates in and instructs workers in voter registrations drives.

Receives candidates' notices of candidacy; accepts and maintains records of filing fees from candidates for County offices and other candidates designated by the State Board of Elections; verifies petitions from candidates; provides candidates with campaign reporting materials and explains reporting requirements; receives campaign reports, audits, reports and notifies State Board of Elections of delinquent filings.

Plans for various elections on an annual basis covering primaries, second primaries, municipal and county elections, general elections and special elections; projects and recommends annual budget to the Board of Elections and Board of Commissioners; projects and plans for equipment replacements; identifies number of polling places required and potential locations, arranges for polling locations after Board approval and submits requests for clearance to the US Department of Justice; prepares and publishes legal notices and sends notices to voters of polling location changes.

Organizes and prepares for each election; prepares materials and trains precinct officials judges, and voting equipment technicians; prepares, proofreads and prints ballots after Board approval; tests and records examination of balloting equipment; packages and distributes precinct registration supplies; delivers voting equipment and voter registration lists to precincts; instructs precinct officials in procedures prior to each election.

Monitors elections process; handles absentee and one-stop voting and submits ballots to Board for approval; visits precincts on Election Day and advises or assists with voting equipment malfunctions; receives complaints about the elections process and presents to the Board for resolution.

Receives, compiles, and reports election results to the media on election night and submits reports to State Board of Elections; Clerk of Court and municipalities; makes arrangements for the sample Hand to Eye audit of voting; makes adjustments to election results if audit differs from electronic tally.

Manages Elections Office; compiles and recommends annual budget; purchases equipment, materials, and supplies; makes recommendations on automation needs and requirements; determines expense for each precinct; bills municipalities for election costs; prepares and submits payroll for part time election workers; composes resolutions, legal advertising, and legal notices to meet NC General Statute requirements.

Coordinates Board meetings; prepares agenda, attends meetings, takes, transcribes and distributes minutes; prepares correspondence, memoranda and reports for the Board of Elections; provides updates to board members on changes in the laws and/or procedures; and makes travel arrangements.

Prepares and submits a variety of required and requested reports regarding election activities; prepares a monthly activity report for the Board of Elections.

Additional Job Duties

Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of electoral procedures and policies as set forth in NC General Statutes and regulations of the State Board of Elections.

Thorough knowledge of modern office practices including the use of computers and associated software (e.g. Statewide Election Information System and One-Stop and Election Day Software) and peripherals used in performance of responsibilities.

General knowledge of the operations and functions of County government.

Ability to use sound judgment and initiative and to maintain a calm demeanor in difficult circumstances while resolving problems.

Ability to work under stressful conditions.

Ability to use tact and courtesy, and firmness when necessary, in dealing with the public.

Ability to manage operations and to organize multiple tasks and detailed processes and to coordinate multiple tasks within set time frames.

Ability to perform assignments on the basis of general directions and to perform continuing assignments independently.

Ability to train and supervise temporary staff and volunteers.

Ability to communicate effectively in oral and written form.

Ability to make arithmetic computations.

Ability to compute rates, ratios and percentages.

Ability to understand and apply governmental accounting practices in maintenance of financial records.

Ability to develop and maintain effective working relationships with precinct officials, news media, County and municipal officials, Board members, State Board of Elections, other employees and the general public.

Physical Requirements

Must be able to perform the basic life operational skills of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform light to medium work exerting up to 50 pounds of force occasionally and up to 25 pounds of force frequently to move objects.

Must possess the visual acuity to prepare and analyze written and computer data.

Desirable Education and Experience

Graduation from a community college with an Associate's degree in business administration, or related field and moderate administrative or business-related experience, or an equivalent combination of education and experience.

Special Requirements

Obtain Elections Administrator certification from the NC State Board of Elections within three years of hire.

Obtain Notary Public license within six months of hire.

Possession of a valid North Carolina Driver's License.

Become a Bertie County resident within one year of hire.

POSTING EXPIRATION: OPEN UNTIL FILLED