



NEW HANOVER COUNTY
invites applications for the position of:
Elections Director

An Equal Opportunity Employer

SALARY: See Position Description

DEPARTMENT: BOARD OF ELECTIONS

SALARY:

OPENING DATE: 05/04/17

CLOSING DATE: 05/23/17 11:59 PM

ESSENTIAL DUTIES:

New Hanover County, located on the North Carolina coast with a population of over 218,000 with approximately 163,000 registered voters, is seeking an Elections Director to become part of a dynamic, professional county organization with a clear vision as a vibrant, prosperous, diverse coastal community, committed to building a sustainable future for generations to come. The Elections Director will be responsible for planning and directing overall operations of the office of the New Hanover County Board of Elections in the preparation for and execution of all federal, state, and municipal elections in New Hanover County. The next Director will possess extensive knowledge of electoral procedures and policies as set forth in the NC General Statutes and will demonstrate critical thinking skills along with independent, analytical and problem-solving abilities.

At fewer than 200 square miles, New Hanover is the 2nd smallest of the 100 North Carolina counties, but one of the most densely populated. In addition to being a great place in which to live, New Hanover County is a great place in which to do business. Tourism, film production, healthcare, the service and retail sectors are the engines that power its economy. New Hanover County is committed to progressive public policy, superior service, courteous contact, judicious exercise of authority, and sound fiscal management to meet the needs and concerns of our citizens today and tomorrow. To serve the citizens of this progressive regional urban center, the New Hanover County Board of Commissioners adopted a county-wide strategic plan, where its backdrop is framed by these vision and mission statements and a set of shared values that govern how the Board and staff make decisions. These shared values are professionalism, integrity, innovation, stewardship, and accountability.

The New Hanover County Board of Elections provides the highest level of professional standards to ensure accurate, honest, and fair elections through accountability and integrity and to provide all citizens our services in the most efficient, effective, and timely manner.

Recent accomplishments include:

- One of five counties nationwide to receive a national election worker best practices award from the United States Election Assistance Commission (EAC)
- Development of web based Board Member and Election Official Resource Portals for instant access to essential election-related documentation
- Implementation of web map through ESRI to allow constituents to view elected officials specific to their jurisdiction
- Creation of advanced online voter registration data visualizations for public usage
- Development of several databases to analyze voter registration trends, turnout, and preferred methods of voting
- Redesigning the Board of Elections office to ensure protection of essential voter information per State and Federal law

Duties of the Director include managing and participating in the activities of regular staff and large number of temporary staff and volunteers while preparing for and conducting an election. The Elections Director oversees voter registration, records management, and candidacy filing; provides administrative assistance to the Board; interacts with candidates, political parties, civic organizations, and the general public as a non-partisan; develops and implements procedural and technical improvements; prepares long and short range operating plans; prepares and maintains departmental budget; prepares bid specifications for elections services and equipment and enters into contracts with vendors; testifies in legal or official proceedings; develops and conducts voter education and registration drive programs; reports unofficial election results to media and assists the Board with canvassing official results; prepares voting machines for elections; and maintains precinct maps.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Political Science or a related field and 7 years of progressively responsible elections experience which demonstrates sufficient management knowledge/skills to successfully perform the functions of this position; or an equivalent combination of education and experience. Knowledge of state and federal voter registration and election laws, codes, rules, regulations, and guidelines and of budget and management principles. Demonstrated skill in establishing and maintaining effective working relationships with a variety of groups and individuals; preparing and making presentations to groups; using a computer and relevant software applications; analyzing statistics or problems and coming to a sound conclusion/resolution; and analyzing service delivery and implementing improvements.

LICENSES/CERTIFICATIONS:

- Certification as a NC Election Administrator preferred at application, but must be obtained within 3 years of employment.
- CERA - Certified Elections/Registration Administrator (National Recognized Auburn University Election Center Accreditation Program) preferred.

OTHER INFORMATION:

Compensation: The current salary range for this position is \$68,256 - \$116,035. Salary is negotiable within the range, depending on qualifications.

Hours: 8AM - 5PM weekdays; must be available various hours during elections, special events, and disasters

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.nhcgov.com/HR/Pages/JobOpportunities.aspx>

Job #201700077
ELECTIONS DIRECTOR
TD

OUR OFFICE IS LOCATED AT:
230 Government Center Drive - Suite 135
Wilmington, NC 28403
910-798-7178
910-798-7178
cknips@nhcgov.com

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Elections Director Supplemental Questionnaire

* 1. Do you have a Bachelor's Degree or higher?

Yes No

* 2. Are you currently certified as a NC Election Administrator?

Yes No

* 3. Are you currently a Certified Elections/Registration Administrator (CERA)?

- Yes No

* 4. Indicate the length of your experience in the elections field:

- No experience in the elections field
 Less than 1 year experience in the elections field
 1 year but fewer than 2 years experience in the elections field
 2 years but fewer than 4 years in the elections field
 4 years but fewer than 6 years in the elections field
 6 years but fewer than 8 years in the elections field
 8 years or more experience in the elections field

* 5. Indicate the length of your supervisory experience:

- No supervisory experience
 Less than 1 year of supervisory experience
 1 year but fewer 2 years of supervisory experience
 2 years but fewer 4 years of supervisory experience
 4 years or more of supervisory experience

* 6. Indicate your years of experience working with electronic voting equipment:

- No experience working with electronic voting equipment:
 Less than 2 years experience working with electronic voting equipment
 More than 2 years, but less than 4 years experience working with electronic voting equipment
 More than 4 years experience working with electronic voting equipment

* 7. List the Microsoft applications with which you have work experience and are proficient.

- Word
 Excel
 Access
 PowerPoint
 Publisher
 Front Page
 Outlook
 InfoPath
 Visio
 None of the above

* Required Question