

Director, Voter and Vote-by-Mail Services

Sarasota County Supervisor of Elections

Sarasota, FL

Position Summary

The Director of Voter and Vote-by-Mail Services is responsible for the management of the Voter Services and Vote-by-Mail departments for the Sarasota County Supervisor of Elections. This position supervises the Voter Services and Vote-by-Mail Coordinators and reports directly to the Supervisor of Elections. The primary focus of the position is customer service, voter registration, voter record maintenance, and general work flow management and efficiency.

Employment Type Full-Time

Pay Range: Salary based on experience and qualifications

Key Responsibilities

- Management of the Voter Services and Vote-by-Mail departments
- Promote effective management skills, valuable working relationships, interactive communication and successful processes for all Voter Services and Vote-by-Mail employees as well as amongst all departments
- Coordinate functions of the Voter Services and Vote-by-Mail departments when preparing for elections, including early voting locations and staffing
- Participates in the coordination of election timetables and schedules

Minimum Qualifications

- Graduation from a regionally accredited college or university with a Bachelor's degree in Public Administration, Business Management, Political Science or a related field
- Minimum of 5 years experience in leadership, public- or private-sector management, public administration, or similar field of employment
- Possession of a valid Florida driver license and favorable driving record

Preferred Qualifications

- Master's degree in Public Administration, Business Management, Political Science or a related field
- Knowledge of federal, state, and county laws as they pertain to election process
- Ability to understand county, state and federal regulations as they relate to the electoral process

Job Based Competencies

- Ability to apply effective principles and practices of supervision and management
- Working knowledge of Microsoft Windows, Word, Excel, and ability to learn new software programs
- Skill in organizational procedures
- Ability to coordinate various activities and set priorities during elections

Work Environment

- Work involves sitting at a desk with some standing, stooping, and occasional lifting of objects less than 25 pounds
- May experience periods of stress related to deadlines up to and including election days
- Work may require extended hours at various locations, local travel as well as long-distance travel for training

Send resume to: jfett@sarasotavotes.com