

# Fairfax County Job Announcement

<b>Job #:</b>	17-02117
<b>Job Title:</b>	Elections Manager - Management Analyst II
<b>Opening Date/Time:</b>	Sat. 09/30/17 12:00 AM Eastern Time
<b>Closing Date/Time:</b>	Fri. 10/13/17 5:00 PM Eastern Time
<b>Salary:</b>	\$27.48 - \$45.81 Hourly \$2,198.68 - \$3,664.50 Biweekly \$57,165.68 - \$95,276.90 Annually
<b>Pay Grade:</b>	S24
<b>Job Type:</b>	FT Salary W BN
<b>Location:</b>	FX. CTY. GOVERNMENT CENTER, 12000 GOVERNMENT CENTER PKWY., FAIRFAX (EJ32), Virginia
<b>Department:</b>	Office of Elections
<b>Posting Type:</b>	Open to General Public

To apply: <http://agency.governmentjobs.com/fairfaxcounty/default.cfm?action=viewJob&jobID=1859614>

Serves as the principle election administrator for all local, state, and federal elections within Fairfax County. Performs detailed research and analysis to create appropriate strategic plans for staffing, training, logistics, coordination, and contingencies for all election day and post-election activities within Fairfax County. Develops detailed strategic plans for each election, disseminates plans and supporting information to appropriate stakeholders over a variety of local, state, and federal agencies to ensure effective election administration. Stays abreast of current and developing trends and technologies in election administration and provides recommendations to appropriately incorporate "best practices" into the administration of election day activities. Develops and maintains all applicable election forms, signs, and other publications, and regularly reviews for accuracy and ensures updates are distributed. Supervises the development of the Election Officer Training and Development program by reviewing and approving developed training content, oversees and occasionally conduct election officer trainings. Serves as the Election Administration Division Director and ensures appropriate supervision of employees and finances in accordance with applicable office, local, state, and federal policies/laws/procedures.

Regularly reviews internal processes and practices and makes recommendations for improvements in regard to achieving efficiencies, accuracies, and fiscal stewardship. Under the direction and supervision of the General Registrar.

## MINIMUM QUALIFICATIONS:

Any combination of education, experience, and training equivalent to graduation from an accredited four-year college or university with a bachelor's degree in the field related to the assigned functional area; plus two years of professional work experience within the functional area such as human resources, budgeting and financial management, contract administration and business management, statistics, mathematics, or related field.

## PREFERRED QUALIFICATIONS:

- Three years of election experience;
- Excellent organizational and coordination skills;
- Ability to develop strategic and contingency plans for election activities;
- Experience with logistical planning for various election site locations;

Experience in election security, equipment distribution, tracking, and recovery;

Two years of supervisory experience;

Ability to work extensive overtime during and after each election.

**NECESSARY SPECIAL REQUIREMENTS:**

Positions in this class may be subject to criminal background checks and/or credit checks as a condition of initial or continued employment.

Valid driver's license.

Must be a registered voter in the State of Virginia.

Must obtain a Virginia Registration Election Official (VREO) certification within 2 years.

Must obtain Certified Elections and Registration Administration (CERA) within 5 years.

**PHYSICAL REQUIREMENTS:**

This position is primary sedentary in nature, but it requires one to be able to walk, climb stairs, stoop, bend, lift up to 20 pounds, have visual acuity to read data on a computer monitor, operate keyboard driven equipment and computers with or without reasonable accommodations.

**SELECTION PROCEDURE:**

Panel interview; may include exercise.

**It is the policy of Fairfax County Government to prohibit discrimination on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 711. EEO/AA/TTY.