Forsyth County Director of Elections Job Announcement

This position is the department head appointed by the Forsyth County Board of Elections. The position works in a fast-paced environment and utilizes a thorough knowledge of procedures and policies set forth by the State Board of Elections and the General Statutes for registration, voting, and reporting the results of elections. The position requires the ability to interpret and apply election laws and regulations; the ability to train and supervise others effectively and to maintain an effective working relationship with employees; the ability to establish and maintain good working relationships with precinct officials and representatives of news services and the ability to deal courteously with the general public. Responsibilities include preparing the ballots for Board approval and arranging for the distribution of all essential materials to all precincts; preparing budget proposals and administering the budget for the department. The Director obtains legal opinions from the State Board of Elections on election procedures and advises municipalities, proposed new municipalities, and attorneys on various election procedures. Experience in election administration through several presidential elections is preferred. Previous experience in supervising employees is preferred.

Graduation from a four-year college or university in public administration, or related field and three years management experience. A higher education level may be considered as a substitution for all or part of the experience requirement. A four-year degree outside of the relevant academic field plus additional years of relevant experience may also be considered.

Please apply online on our website at www.forsyth.cc
This position will be posted until April 30, 2014