Elections Division Manager
Hennepin County Taxpayer Services, Minneapolis MN
$67,916.16 - $105,537.12 Annually

Hennepin County’s Taxpayer Services Department is seeking an Elections Division Manager to lead a team of professionals in planning and managing all elections activities in Hennepin County that has a resident population of 1.2 million.

Best Qualified Candidates will have:

- Bachelor's degree or higher in business administration, political science, and/or a related area and five years or more of experience in the planning and administration of elections including managing a team through an election cycle.
- Experience leading the development, planning, coordination, administration and implementation of major projects.
- Knowledge of:
  - MN Secretary of State rules and policies, regulations, statutes and practices pertaining to elections.
  - Budget evaluation, preparation, and control.
  - Effective supervisory practices and techniques.
  - Principles of organizational development, planning, and program evaluation/performance measurement.
- Ability to:
  - Maintain professionalism and interact with the media and commissioners.
  - Plan, organize, and direct programs through subordinate managers and supervisors; direct the activities of individuals who are not direct subordinates.
  - Establish and maintain effective organizational and public relations.
  - Communicate clearly and concisely in verbal and written form.
  - Interpret and analyze fiscal and technical data for planning and decision making.
  - Represent the department in a wide variety of administrative capacities; work with officials at all levels of government; make large group presentations.

Hennepin County offers stability, a life/work balance and impressive benefits that include: comprehensive health and wellness package, employee discounts, retirement preparation and saving plans, various insurance protection, family benefits, tuition reimbursement, and more.

To learn more about the position, view the complete posting online and access the online application process, visit our website at www.hennepin.jobs. Resume and
cover letter are to be attached with the application. The position is open until 5 pm Friday, February 7, 2014. Recruiter contact: Leanne.Rajtar@hennepin.us

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