

The Election Center

national association of election and voter registration officials

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Job Announcement:

Washington, DC
US Election Assistance Commission

DEPUTY DIRECTOR FOR POLICY

The U.S. Election Assistance Commission (EAC) is an independent, bipartisan federal agency created by the Help America Vote Act (HAVA) of 2002. The Commission provides national leadership to improve the administration of Federal elections, in accordance with HAVA. It is charged with developing guidance to meet HAVA requirements, adopting voluntary voting system guidelines, and serving as a national clearinghouse of information about election administration. EAC accredits testing laboratories and certifies voting systems, as well as audits the use of HAVA funds. Other responsibilities include maintaining the national mail voter registration form developed in accordance with the National Voter Registration Act (NVRA) of 1993 and collecting data related to NVRA. Serving as a knowledgeable subject matter specialist, the Deputy Director for Policy is responsible for research, analysis, development and implementation of programs and projects associated with the policy section of the Division. The incumbent provides technical and public policy analysis of the complex requirements of Federal voting laws related to NVRA and HAVA, and on the procedures used by States and local jurisdictions in order to comply with those requirements.

As a Deputy Director, the incumbent will develop proposals and provide recommendations to Agency management for resolving a wide range of complex technical and policy issues, and will work to negotiate and resolve matters of controversy so that selected options can be implemented. He/She will manage and oversee the processes for developing agency policies on voter registration matters, on HAVA Title III compliance and on related election policy matters. The incumbent will represent the Division in agency, inter-agency, and EAC Advisory Board meetings on NVRA requirements and HAVA guidance. He/She is responsible for monitoring and reporting on the progress of various policy projects as they relate to EAC's overall mission and strategic plan through briefings, presentations, internal memorandums, and other written communications. He/She provides advice and guidance for resolving issues related to certain policy matters, develops new techniques and approaches, and works to achieve consensus around various policy projects.

Competitive applicants will have knowledge of NVRA and HAVA in order to perform the analysis and the eventual development and implementation of policies to be used by States and local jurisdictions. Qualified applicants should visit our website at www.eac.gov, or go to www.usajobs.gov (Job # EAC-09-06) for more information.

Application materials must be submitted by the deadline: **Tuesday, September 1, 2009**. The U.S. Election Assistance Commission is an Equal Opportunity Employer. This Office prohibits discrimination on the basis of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, marital status or political affiliation.