

The Election Center

national association of election and voter registration officials

12543 Westella, Suite 100 Houston, TX 77077 281-293-0101 FAX: 281-293-0453 or 293-8739

WEBSITE: www.electioncenter.org E-MAIL: services@electioncenter.org



OFFICE OF SECRETARY OF STATE
Karen C. Handel, Secretary of State

EMPLOYMENT OPPORTUNITY UNCLASSIFIED POSITION

POSTING DATE: September 08, 2009	ANNOUNCEMENT NUMBER: 2009-0013	POSITION TITLE: Assistant Division Director of Operations
POSITION NUMBER: 00127146	PAY GRADE: 20	HIRING SALARY RANGE: \$57,289.84 - \$78,707.37

LOCATION: Elections, 2 Martin Luther King, Jr. Drive, S.E., Suite 1104, West Tower, Atlanta, Georgia 30334

DESCRIPTION OF DUTIES:

The Elections Division in the Office of the Secretary of State. Is currently seeking an Assistant Division Director of Operations. The successful candidate will have direct involvement in overall division operations development and programming. Will oversee the development and on-going management of one or more elections-related programs or projects consistent with agency goals and objectives. Coordinates project planning, development, monitoring and completion initiatives for multiple complex projects. Works directly with the division director and division managers to identify operational priorities and action plans.

Develops and implements program goals and objectives regarding Georgia's county and municipal election officials, Georgia Elections Officials Certification programs, Voter Registrars Association of Georgia (VRAG), and the Georgia Election Officials Association (GEOA).

Creates and maintains a high performance environment characterized by positive leadership and a strong team orientation. Maintains a consistent, high quality, customer-focused orientation when conducting business and providing services or products to clients, general public and other external customers.

POSITION SPECIFIC MINIMUM QUALIFICATIONS:

Completion of a Bachelor's degree from a nationally accredited college or institution. Three (3) years of experience in legal practice, operations management, or elections office management.

PREFERRED QUALIFICATIONS:

Juris doctor.

SUBMIT ONE (1) STATE OF GEORGIA APPLICATION OR ONE (1) RESUME TO:

Secretary of State/Human Resources Office
2 Martin Luther King, Jr. Drive, S.E.
Suite 820, West Tower
Atlanta, GA 30334

APPLICATION(1) OR RESUME(1) DEADLINE DATE:

Application / Resume must be submitted to the Secretary of State Human Resources Office no later than 5:00 p.m. on:

Tuesday, September 15, 2009

INTERVIEWS WILL BE SCHEDULED.

_ Open To -- Current qualified employees of the Office of Secretary of State.

_ Open To -- Other - Any individual meeting the above requirements.

A Background Check is required for this position.

Please Note: Due to the large volume of applications received by this office, we are unable to provide information on your application's status over the telephone.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW. ONLY APPLICANTS SELECTED FOR INTERVIEWS WILL RECEIVE A LETTER OF THE POSITION'S STATUS.

If you have a disability and require assistance to apply for this position, please call (404) 656-5551 or the Georgia Relay Service.

"An Equal Opportunity Employer"