



FORSYTH COUNTY (NC)
invites applications for the position of:
**Deputy Director of
Elections**

SALARY: \$19.52 - \$22.45 Hourly
\$40,601.47 - \$46,691.69 Annually

OPENING DATE: 06/11/18

CLOSING DATE: 06/26/18 11:59 PM

LOCATION: Government Center, 201 N. Chestnut Street, Winston-Salem

DEPARTMENT: Board of Elections

GENERAL STATEMENT OF DUTIES:

Come join the Forsyth County Elections Department! We have an opening for Deputy Director of Elections. This is a great opportunity for someone with elections experience and/or an office management background in administering elections in a major jurisdiction, and to be a part of an organization that promotes innovation and modernizing elections administration.

The person in this position will provide technical, analytical and operational support in the administration of all elections and the elections department as a whole. Overseeing the day-to-day operations of the Elections Office and supervision of its staff. Responsibilities include facilitating accounts payable/receivable, serving as liaison for all polling places, scheduling and preparing board meetings, handling voter and media relations, assist with managing the Board of Elections website, preparing the registration books for election day, and completion of special projects.

DISTINGUISHING FEATURES:

A successful candidate should have the following knowledge, skills and abilities:

- Thorough knowledge of office management techniques including the ability to organize work flow and coordinate activities.
- Considerable knowledge of effective supervisory practices and ability to plan and supervise the work of others.
- Ability to interpret and analyze applicable program content objectives and make necessary decisions.
- Ability to maintain work standards of program activities and ability to analyze and correct errors.
- Ability to communicate with others tactfully and courteously over the telephone and in person.
- Ability to maintain effective working relationship with other employees and the public.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from high school or GED and four years of progressively responsible clerical, administrative or office management experience.

Prefer four-year degree in business administration or closely related field.

A higher education level may be considered as a substitution for all or part of the experience requirement.

Must have a valid N.C. driver's license.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities include but are not limited to:

- Supervises employees; orient employees to office procedures and equipment.
- Maintain employee work and time-off schedule, including temporary staffing assignments.
- Complete bi-weekly payroll of the departmental staff and annual performance evaluations of direct reports.
- Process payments to temporary staff, election staff assistants, and polling locations.
- Facilitate and input contracts for processing and approval.
- Serve as liaison for all polling places; maintain a database with all polling place information.
- Manage the delivery of all supplies and voting equipment to all voting locations.
- Ensure accessibility of all polling places to persons with disabilities through evaluation and conformity to state and federal standards.
- Preparing, plan and schedule Board of Elections meetings; including notification to the public and arranging meeting locations.
- Inform the public and media of election information through email, phone and in-person interaction.
- Participate in voter outreach activities.
- Assist with maintaining the Elections Office website
- Aid in completion of special projects as directed by the Director of Elections
- Oversee the preparation of the election day registration pollbooks.

For all positions requiring a four year degree or above, that degree should be from an appropriately accredited institution. Forsyth County is an equal opportunity employer. Contact Human Resources if you need special assistance.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.forsyth.cc>

Position #03537
DEPUTY DIRECTOR OF ELECTIONS
AS

201 N. Chestnut St.
Winston Salem, NC 27101
336-703-2400

hr@forsyth.cc

Deputy Director of Elections Supplemental Questionnaire

- * 1. The following supplemental questions may be used as a scored evaluation of your knowledge, skills and experience. Be certain that the choices you make correspond to the information you have provided on your application. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview. By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the hiring manager. Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal. "See resume" is not an acceptable answer to the questions.
- Yes I understand and agree
- No I do not agree
- * 2. Which best describes your highest level of education?
- Did Not Finish High School
- High School Diploma or GED
- Some College
- Associate's Degree
- Bachelor's Degree

- Master's Degree
- Doctoral Degree
- * 3. Do you have a High School Diploma or GED and four years of progressively responsible administrative or office management experience?
 - Yes
 - No
- * 4. Do you have experience in elections administration or working in an Elections Office?
 - Yes
 - No
- * 5. If you answered yes to the preceding question, please detail the number of years of service, and in what capacity. If you answered no, enter N/A.

- * 6. Do you have any experience in media relations or public speaking?
 - Yes
 - No
- * 7. If you answered yes to the preceding question, please detail the number of years of service, and in what capacity. If you answered no, enter N/A.

- * 8. Do you have any experience in financial accounting and contract management?
 - Yes
 - No
- * 9. If you answered yes to the preceding question, please detail the number of years of service, and in what capacity. If you answered no, enter N/A.

- * Required Question