



CARTERET COUNTY GOVERNMENT
invites applications for the position of:

Elections Director

SALARY: \$20.12 - \$31.18 Hourly
\$41,841.09 - \$64,853.68 Annually

OPENING DATE: 06/06/18

CLOSING DATE: 06/19/18 11:59 PM

GENERAL DESCRIPTION:

An employee in this class is responsible for planning elections, negotiating and setting up polling places, and training staff and judges. Work also includes establishing procedures and methods used in registration; supervising the receiving and processing of voter registrations; filing of candidates for elected office in the County; and providing staff support to the County Board of Elections in coordinating and scheduling meetings, recording minutes, drafting the budget and notifying them of potential voter problems and trends. Independent judgment and initiative, tact and courtesy are required in operating the Elections Office. Work is performed in accordance with the State election laws and policies and procedures established by the State and County Board of Elections. Work is performed under the general supervision of the County Board of Elections and is evaluated through reports, periodic conferences and efficiency of office and elections operations

DUTIES AND RESPONSIBILITIES:

- Plans for various elections on an annual basis covering primaries, second primaries, municipal elections, general elections, special elections.
- Supervises full-time, part-time and temporary personnel in the daily charge of the Elections Office.
- Projects and recommends annual budget and budget amendments to the County Board of Elections; monitors revenues and expenditures of the annual budget; projects and plans for capital expenses; negotiates with vendors.
- Coordinates County Board of Elections meetings; prepares agenda and minutes of meeting, correspondence and reports for the Board; informs members of changes in the laws and/or procedural changes to implement.
- Represents the Elections Department as a County Department Head and performs all personnel duties with the advice and consent of the County Board of Elections.
- Prepares and organizes each election; trains judges and precinct officials. Maintains contact with precinct officials, keeps them informed of changes in the laws concerning their duties.
- Organizes and supervises procedures and methods of receiving and approving applications for registration; ensures that each voter is placed in the correct precinct and in the appropriate local, state and federal districts; ascertains that applicants are eligible to register in the County.

- Maintains computer system and software for voter registration; verifies current registration files; enters new registrations and voting history; makes changes and deletions.
- Directs the efficient operation of the absentee voting process including; mailing of applications and ballots upon voter request, process of returned ballots and presentation of completed applications for Board approval.
- Receives filing fees from candidates for County offices and other candidates designated by the State Board of Elections; supplies candidates with necessary campaign reporting materials, explains campaign reporting requirements, notifies candidates when reports are due and assists candidates with reports upon their request and keeps accurate records within the guidelines of the State Board of Elections requirements; notifies those elected of swearing in dates; audits and maintains local campaign reports.
- Checks and verifies all candidate, political party and special election petitions.
- Prepares One Stop Voting Plans for approval by the County and State Board of Elections; runs elections set-up programs for One Stop laptops; ensures that all equipment is functioning properly for voting.
- Manages contracts for the printing of ballots and the purchase of other supplies and equipment required for election administration. Directs the packaging, storage and distribution of ballots, registration books, and other elections materials. Coordinates the delivery of voting machines, voting booths, signs and equipment to the polling places.
- Analyzes statistical data regarding election results, voter registration statistics, legislation and regulations; receives, compiles and reports elections results to media, County Board of Elections, candidates, and the general public. Submits reports to the State Board of Elections.
- Supervises the distribution of registration lists and maps upon request, including accepting fees.
- Manages all public information policies and procedures. Serves as the County Board of Election's Chief Public Information Officer.
- Ensures the timely issuance of all legal and public notices, advertisements and publications concerning meetings, registration and elections.
- Oversees the County Board of Election's website; ensures that information on the site is accurate and current.
- Attends State Board of Election training seminars and maintains status as a Certified Elections Administrator.

Additional Job Duties

- Performs related duties as required.
- Must be able to work occasional evening and weekend hours, specifically during election cycles.

KNOWLEDGES, SKILLS AND ABILITIES:

- Comprehensive knowledge of federal, state and local citizenship and voting registration laws and regulations.
- Comprehensive knowledge of registration and voting procedures and of the maintenance and protection of voting registration lists and records.
- Thorough knowledge of standard office practices, procedures and equipment.
- Ability to solve problems within scope of responsibility.
- Ability to plan, train and supervise the work of others.

- Ability to establish and maintain effective working relationships with the Board of Elections, County officials, media, associates and the general public.

EDUCATION AND EXPERIENCE:

Graduation from a two-year college with a degree in business or related field and a minimum of three (3) years progressively responsible elections experience to include time in a management or supervisory position; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license upon hire.

Obtain N.C. Notary Public Certification within six months of employment.

Complete N.C. State Board of Elections Treasurer Training within six months of employment.

Obtain N.C. Elections Administrator Certification within three years of employment.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.carteretcountync.gov>

Position #1710
ELECTIONS DIRECTOR
JL

302 Courthouse Square, Suite 215

Beaufort, NC 28516

252-728-8405

252-728-8401

hr@carteretcountygov.org

Elections Director Supplemental Questionnaire

- * 1. Do you have an Associates Degree or higher education?
 Yes No

- * 2. What is your highest level of education?

- * 3. Are you currently certified as a NC Election Administrator
 Yes No

- * 4. Indicate the length of your experience in the elections field:
 No Experience
 Less than 3 years of experience
 More than 3 years of experience
- 5. If you had prior elections experience, please list where you acquired that experience and what position you held.

- * 6. Indicate the length of your supervisory experience
 No supervisory experience
 Less than 3 years of supervisor experience
 More than 3 years of supervisor experience
- * 7. Indicate your years of experience working with state or local government
 No experience
 Less than 3 years experience
 More than 3 years experience
- 8. If you have public sector experience, please list with what agency and your position held.

- * Required Question