



FORSYTH COUNTY
 Personnel Services Department
 110 East Main Street, Suite 230
 Cumming, GA 30040

<http://agency.governmentjobs.com/forsyth/default.cfm>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Deputy Director, Voter Registration and Elections**

An Equal Opportunity Employer and Drug Free Workplace/Excellent Benefits

SALARY

\$50,753.00 - \$78,667.00 Annually

OPENING DATE: 05/20/19

CLOSING DATE: 06/24/19 11:59 PM

POSITION INFORMATION:

The annual salary range for this position \$50,753.00-\$78,667.00 DOQ.

JOB SUMMARY

Supervises, directs, and evaluates assigned staff of employees, poll managers, and poll workers, to include processing employee concerns and problems, directing work, disciplining, and completing employee performance appraisals; interviews and selects new employees and poll workers; coordinates training activities for all staff on procedures, the use of equipment such as manual and electronic voting machines, and the statewide voter registrations system..

Oversees and coordinates daily work activities as applicable; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Assists the Director with the supervision and coordination of voter registration processes to include supervising and auditing the entering, scanning, verification of all voter registration applications received from the Department of Driver's Services, Secretary of State Online Registrations and handwritten applications that come into the office.

Assists the Director with the supervision and coordination of elections within the county; hires poll managers and workers for each polling site; ensures publication of legal advertisements to advertise elections; works closely with poll managers, school officials, and other individuals at poll locations; and ensures legal notices are properly filed and posts; and assists with the preparation of ballots, supervision of polling places on Election Day, tabulation of election results, and reporting of the results.

Monitors compliance with Georgia election laws and all other applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Supervises and coordinates the activities and staff related to absentee voting including by mail and in person during Early/advance Voting processes. Manages elderly and disabled voting programs and processes, and UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) voting processes; provides assistance to voters and staff.

Maintains comprehensive and current knowledge of federal, state, city and county codes in order to interpret, apply and ensure compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to deviations or violations. Maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends seminars, workshops, and training sessions as appropriate; attends and schedules staff members to attend the mandated Voter Registrars Association of Georgia and Georgia Election Officials Association conferences.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business/Public Administration, or closely related field ; supplemented by four (4) years of experience and/or training that includes administration of an elections office administration, election law and electoral procedures, election coordination, voter registration, budget administration, supervision, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain valid driver's license.

Must possess or obtain within two (2) years of hire a Georgia Election Official Certification.

Must possess or maintain within one (1) month of hire a notary public license.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://agency.governmentjobs.com/forsyth/default.cfm>

OR

110 East Main Street

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Cumming, GA 30040

Job #01776

DEPUTY DIRECTOR, VOTER REGISTRATION AND ELECTIONS

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