



STATE OF SOUTH CAROLINA
Election Commission

P.O. Box 5987
Columbia, SC 29250

**INVITES APPLICATIONS FOR THE POSITION OF:
Director of Voter Services**

An Equal Opportunity Employer

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

OPENING DATE: 05/17/19

CLOSING DATE: Continuous

JOB TITLE: Director of Voter Services

CLASS CODE: AH45

POSITION NUMBER: 60013604

SLOT NUMBER:

STATE SALARY RANGE:

\$49,594.00 - \$91,755.00 Annually

AGENCY HIRING RANGE - MIN:

AGENCY HIRING RANGE - MAX:

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT:

RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

Apply online.

JOB RESPONSIBILITIES:

Under general supervision, functions as a member of executive management team to manage and coordinate the operational and administrative activities of the Voter Services Division of the Agency. Oversees the operation of the statewide voter registration and election management system. Recommends changes and coordinates the implementation of enhancements to the system using project management methodologies. Oversees the production and quality assurance of election definitions/databases to support the use of the statewide voting system and post-election audits. Develops procedures for risk limiting and other types of audits. Responsible for the development of policies, procedures, user documentation and training materials in a clear and concise manner and conducts training classes for county election officials. Oversees and directs agency information technology and cybersecurity activities to

protect state's critical election infrastructure. Coordinates preparations for primary, general and special election with county and municipal election officials. Participates in strategic planning and decision making for the agency. Oversees the evaluation of voting systems for initial certification or changes in hardware, firmware or software since certification. Presents a certification evaluation report to the Executive Director.

MINIMUM AND ADDITIONAL REQUIREMENTS:

Bachelor's degree and five years senior management experience.

PREFERRED QUALIFICATIONS:

Thorough knowledge of agency mission, organization, goals and procedures. Knowledge of election laws, rules and regulations. Experience managing complex projects. Knowledge of information technology and cybersecurity. Ability to multi-task, good communication and team building skills. Ability to manage/supervise administrative and technical subordinates. Ability to work under pressure in order to meet strict timelines.

Employee will report directly to the agency head and work closely with other division directors. Guidelines will be derived from state and federal election laws and through communication with the agency head. Employee will work independently and must use his/her own discretion when making decisions.

ADDITIONAL COMMENTS:

Employee must be able to exercise sound judgement. Employee must also be able to establish and maintain effective working relationships with peers, and the public. Under limited supervision, employee performs work independently and maintains the administrative principles and practices and policies of the SC State Election Commission.

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Job #90406
DIRECTOR OF VOTER SERVICES
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