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.