



"People to match our mountains."
Buncombe County, North Carolina

Buncombe County, North Carolina is seeking a Director of Election Services.

The community boasts unparalleled aesthetic beauty in tandem with established and ever growing cosmopolitan amenities. With a population of nearly 260,000 people and spanning 660 square miles, Buncombe County is the perfect intersection of mountain charm and creature comforts. Asheville is the county seat, and there are five other municipalities as well as a diverse mix of unincorporated areas. Buncombe County has 80 voting precincts and had 119,798 voters participate in the 2018 General Election. As of October 2019, Buncombe County has 191,378 people registered to vote, with unaffiliated voters outpacing both Democrat and Republican registration and a higher number of women registered to vote than men.

More than 225 years old, Buncombe County has compiled an impressive roster of historically notable visitors and residents such as George Vanderbilt, E.W. Grove, Thomas Wolfe, Lillian Exum Clement, Edward W. Pearson Sr., F. Scott Fitzgerald, and others whose imprints are scattered throughout the county. The iconic Biltmore House is the country's largest privately owned residence, still owned by George Vanderbilt's descendants and receives more than one million visitor every year.

Buncombe County is home to two innovative public school systems, charter schools, a community college with diverse offerings, private colleges, and the University of North Carolina at Asheville.

Whether it be venerable institutions or up-and-coming businesses, Buncombe County has the infrastructure, outdoor amenities, and quality of life that continues to attract top-notch talent from around the world.





The Position: Election Services Director

Buncombe County seeks a highly progressive and innovative elections professional to serve as its next Election Services Director. This position is governed by the Buncombe County Board of Elections, administratively reports to the Assistant County Manager and is a key member of the executive team. The Buncombe County Board of Elections provides the highest level of professional standards to ensure accurate, honest, and fair elections through accountability and integrity and to provide all citizens our services in the most efficient, effective, and timely manner.

The primary purpose of this position is to direct the overall operations of the Buncombe County Board of Elections office in the preparation for and execution of all federal, state, and municipal elections and ensure compliance with established laws, policies, procedures, and standards.

Essential Functions of the position:

- Plan, organize and manage the electoral process including election final certification.
- Supervise regular and temporary staff engaged in activities such as voter registration, registration records management, administration of absentee ballot procedures, and candidacy filing.
- Provide administrative assistance and management of voter registration and required records in accordance with federal and state laws and regulations.
- Provide administrative support to the Board of Elections by reporting all changes in elections laws; making recommendations on procedures and solutions to anticipated problems and implementing Board decisions and policies.

Education, Training and/or Experience:

Preferred Master's Degree in a relevant field/discipline.

Minimum Requirement - Bachelor's degree in Political Science, Public Administration or related field and four years of progressively responsible elections experience which demonstrates sufficient management knowledge/skills to successfully perform the functions of this position; or an equivalent combination of education and experience.

Licenses/Certifications:

NC Election Administrator certification preferred or must be obtained within 3 years of employment; Certified Elections/Registration Administrator (CERA) desired.

Duties, Responsibilities, and Other Functions:

- Ensure a fully staffed, competent workforce and a non-partisan work environment.
- Instruct, train and supervise departmental staff and precinct officials in the performance of their duties to ensure accurate and timely election results for Buncombe County.
- Establish departmental policies and procedures and develop/implement procedural and technical improvements.
- Interact with candidates, political parties, civic organizations and the general public in such a way as to represent the Election Services Director as a non-partisan position.
- Develop and conduct voter education and registration drive programs in cooperation with candidates, political parties, and civic organizations.
- Represent the county to the public, elected officials, other agencies, the media, committees, and organizations.
- Develop and make formal presentations, conduct community outreach, and respond to citizen or other formal requests for information.
- Prepare bid specifications for elections services and equipment, solicit bids, negotiate and enter into contracts with vendors.
- Ensure quality control and security of all aspects of elections from ballot production to public information.
- Assist in legal and official actions/proceedings relevant to elections, to include compiling documents and testifying.
- Supervise the preparation of all Board correspondence and legal advertisements.
- Obtain legal opinions from the State Board of Elections General Counsel on election procedures; advise municipalities and attorneys on various election procedures.
- Monitor polling place accessibility and make recommendations to the Board for improvements.
- Maintain maps of all precincts and make recommendations via the County Board of Elections to the State Board of Elections regarding precinct boundaries.
- Report unofficial election results to media and assist the Board with canvassing official results.
- Prepare Board meeting agendas and minutes.
- Prepare and present departmental budget request and long-range plans, oversee (or control) approved budget expenditures.

- Perform other duties required of a county elections director by NC statutes and by the State or County Boards of Election.

Knowledge, Skills, Abilities, and Other Abilities:

- Extensive knowledge of electoral procedures and policies as set forth in the NC General Statutes and regulations of the State Board of Elections.
- Knowledge of state and federal campaign reporting guidelines and regulations; policies and procedures under the National Voter Registration Act of 1993; and Title 8, NC Administrative Code.
- Knowledge of administration, budgeting and program management.
- Knowledge of principles and practices of leadership management and the use of management techniques.
- Knowledge of Buncombe County geography and community resources.
- Ability to successfully use project management methodology and tools.
- Skill in team development and leadership.
- Skill in public speaking and conveying complex ideas in an easily-understood manner.
- Skill in performing statutory research.
- Skill in updating and maintaining records.
- Skill in using a computer and related software applications.
- Skill in using voting machines, counting equipment, computers and related software applications.

Department: Board of Elections

Location: Asheville, NC

Job Posting End Date: 11/13/2019

Compensation: The hiring range is \$87,211.26 - \$115,554.91. The County offers a competitive salary and excellent benefits depending on qualifications. To apply, visit buncombecounty.org/jobs

