

Department of Human Resources

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Gwinnett | www.GwinnettCountyJobs.com

GWINNETT COUNTY

INVITES APPLICATIONS FOR THE POSITION OF:

**Elections Supervisor - Community Services
19-00195**

An Equal Opportunity Employer

SALARY

\$74,940.00 - \$88,055.00 Annually

OPENING DATE: 07/08/19

CLOSING DATE: 07/28/19

THE POSITION

Gwinnett County Voter Registration and Elections is responsible for planning and organizing all election and voter-related activities and assists Gwinnett's cities and special districts with election preparations. The division is comprised of staff that are proud to be part of a team that works together to assure that every vote counts.

The Elections Supervisor is responsible for supervising lower levels, overseeing the day-to-day management of the elections section, and ensuring that the section operates in compliance with State and Federal laws. The incumbent will read and interpret federal election laws, the Georgia constitution and statutes, Georgia Secretary of State directives, county resolutions, and ordinances to ensure division compliance. This position is responsible for Outreach/Education programs including bilingual voter-outreach, voter information development, and preparation of voting materials such as brochures, sample ballots, etc. The Supervisor will also ensure that programs and policies are being implemented and adjusted as necessary to ensure compliance with Section 203 of the Voting Rights Act.

This position is a grade 202.

Minimum Requirements

- Bachelor's degree in public administration, business management, political science or a related field;
- Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- **Must be a U.S. Citizen:** Will be required to provide original documentation as proof;
- Valid Driver's License in State of residency.
- State Certification as Election Supervisor
- Voter Registrars Association of Georgia (VRAG) certification must be obtained within one year and must be maintained;
- Georgia Election Officials Association (GEOA) certification must be obtained within one year and must be maintained;
- Bilingual in English and Spanish is helpful.

For information related to position specific Essential Duties, Knowledge and Skills and Physical requirements, click [here](#).

NOTE: The class specifications listed on this site are not the official class specifications for Gwinnett County and are subject to change.

BENEFITS OFFERED

Health, dental, vision, prescription drug insurance plans
 Flexible Spending Accounts for Medical and Dependent Care
 HSA/HRA available
 Basic, Optional and Dependent Life Insurance
 Short-Term and Long-Term Disability
 On-site Medical Wellness Center
 Holidays: 12 holidays per year
 Annual leave (vacation): 13 day accrual per year
 Sick leave: 13 day accrual per year
 Immunizations (Flu Shots, Tetanus, etc.)
 Wellness Incentive Programs
 Annual Wellness Fair
 529 College Savings Plan
 Financial Education Programs
 Funeral Leave
 Longevity Pay after 3 years (full-time status)
 Tuition Reimbursement after 2 years (full-time status)
 Employee assistance program
 Uniforms and equipment furnished
 Employee discount programs
 Retirement Benefits include:
 Defined Contribution Retirement Plan
 * Employees can choose a contribution rate of 2.5%, 5.0%, or 7.5%
 * Gwinnett County will contribute 7.0% of your pensionable earnings per pay period.
 An employee is fully vested in 5 years. An employee can retire if he/she has reached the age of 55 and the sum of age and years of service equals 65.
 Deferred Compensation Plan
 * If you contribute at least 2.5% of your base pay to the 457(b) plan, Gwinnett County will contribute an additional 1% to your Defined Contribution Retirement Plan (this is in addition to the 7% described above).

It is the policy of Gwinnett County to provide equal employment opportunities with regard to all terms and conditions of employment and to base employment decisions on job related qualifications of the applicants or the employee.

Elections Supervisor - Community Services Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree or higher in public administration, business management, political science, or a related field?
☐ Yes ☐ No
- * 2. If yes, specify your field of study. If no, type N/A.
- * 3. Are you currently certified with the Voter Registrars Association of Georgia (VRAG)?
☐ Yes ☐ No
- * 4. Are you currently certified with Georgia Election Officials Association (GEOA)
☐ Yes ☐ No
- * 5. Are you currently certified as an Election Supervisor?
☐ Yes ☐ No

- * 6. Are you currently certified as an Election Administrator in Georgia or another state?
☐ Yes ☐ No
- * 7. If yes, please provide year of certification and note if the certification is current. If no, type N/A.
- * 8. Are you currently a Certified Elections/Registration Administrator (CERA)?
☐ Yes ☐ No
- * 9. If yes, please provide year of certification and note if the certification is current. If no, type N/A.
- * 10. How many years of experience do you have working with electronic voting equipment?
☐ none
☐ less than 2 years
☐ 2 years to less than 4 years
☐ 4 or more years
- * 11. Do you have bilingual skills?
☐ Yes ☐ No
- * 12. If yes, please provide language(s) and proficiency in each of the following: reading, writing, and speaking on a scale of 1 to 10, with 10 being proficient. If no, type N/A.
- * 13. Describe your outreach experience promoting and educating the public/community on election and voter-related programs and services.
- * 14. Describe any experience you've had that would provide familiarity with federal laws on any election procedure (i.e. ADA requirements). Include in your answer any relevant laws and regulations associated with managing the program. If none, type N/A.
- * 15. Describe your budget experience, including the size, complexity of the budget, and level of responsibility. If none, type N/A.
- * Required Question