

Full-time Management Position transitioning to the Executive Director of the City of Bloomington Board of Election Commissioners in July 2020. Job description and requirements can be found on the Bloomington Election Commission website. <https://www.becvote.org/wordpress/wp-content/uploads/2019/12/Director-1.pdf> Resumes accepted up to December 31st. Please send resumes to Bloomington Election Commission, 115 E. Washington, Rm#403, Bloomington, IL 61701 or email to becvote@becvote.org." The Election Commission is an equal opportunity employer.

Duties of the Executive Director

Performs professional and administrative work in planning, organizing and directing strategic and daily goals and objectives, operations and activities of the Bloomington Election Commission. Work is performed under the general administrative direction of the Bloomington Election Commissioners. The employee is expected to exercise initiative, independent judgment and discretion.

ESSENTIAL DUTIES:

- Exercise initiative, independent judgment and decision-making in accordance with Bloomington Election Commission policies and procedures.
- Manage staff through appropriate delegation and work supervision, organization and assignment of task duties, responsibilities, resources and scope of authority. This includes overseeing staff responsible for candidate filing, inspection and establishment of polling places, election warehouse organization and inventory, delivery and return of election supplies to the polling places, poll worker recruitment, training, and payroll, ballot proofing, the Bloomington Election Commission website, social media accounts, filing of Bloomington Election Commission's agenda items in accordance with OMA, voter education activities, and other Bloomington Election Commission projects and activities.
- Administer office financial tasks including inputting payroll, tracking leave balances, inputting requisitions, tracking expenditures and budget reconciliation, paying invoices, overseeing inventory for equipment and supplies, and completes annual budget preparation.

- Develop, propose, and implement policies, regulations and procedures to ensure compliance with federal, state and local elections statutes and regulations.
- Work as a liaison with federal, state governments, county elections office staff members, cities, city townships, school districts, political parties, and other stakeholders to ensure elections law compliance and efficient elections.
- Monitor federal and state websites, bulletins, manuals and media releases to ensure the Bloomington Election Commission's awareness of current information and trends.
- Assist with proposing statutory changes to improve elections, with reviewing election related bills in the Illinois State Legislature.
- Assist with ballot creation duties including proofreading all ballot styles, and creating and reviewing ballot orders.
- Assist with ballot tabulation duties including working with early voting, count, and prepare early ballots for tabulation, oversee the receiving on election night, and complete necessary reports related to the canvass and post-election audits.
- Assist with election night reporting, including preparing the necessary data uploads into the reporting system
- Represent the Bloomington Election Commission at formal and informal meetings.
- Plan, develop and implement staff training programs, including cross-training of election office staff
- Respond to media inquires
- To promote and adhere to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation.
- Maintain absolute confidentiality of work-related issues, customer records.
- Ensures all polling places are compliant with ADA
- Perform other job duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree, preferably in Public Administration, Business Administration, Political Science or a closely related degree.
- Progressively more responsible administrative and/or elections experience in a local government setting, including two (2) years of management or supervisory experience
- Maintain absolute confidentiality of work-related issues, customer/voter records.
- Or any combination of education or experience and training which provides the required knowledge, skills and abilities
- Preference will be given to those with experience in administering elections and/or who are CERA certified or qualified to obtain certification.

Knowledge, Skills and Abilities:

Knowledge of Federal, state and local statutes, rules, regulations and procedures governing the administration and conducting of national, state, county, municipal, school districts' and special taxing districts elections.

Knowledge of contemporary management, supervision and administration principles and practices.

Knowledge of city & county government organization, operations, policies and procedures.

Knowledge of modern computer and voter technology and software required in the administration of elections and office operations.

Knowledge of records management and retention requirements.

Knowledge of research, analysis, evaluation and reporting methodologies and techniques.

Knowledge of ethnicity and diversity issues and needs in promoting the electoral process, information, accessibility and participation.

Skilled in planning, organizing and managing comprehensive operations related to administration of elections

Skilled in applying required knowledge to the administration and conducting of elections and management of elections department operations.

Skilled in applying required knowledge in the effective use of modern technology.

Skilled in supervising, motivating, and evaluating employees.

Skilled in establishing and maintaining effective working relationships with others.

Skilled in writing professional and technical reports.

Skilled in communicating complex and technical local, state, and federal laws and requirements relating to areas of assignment.

Skilled in delivering effective and cost-effective customer service relative to areas of responsibility.

Skilled in communicating effectively, tactfully and prudently, both verbally and in writing.

Skilled in must have excellent organizational skills and the ability to manage competing deadlines on multiple projects or tasks.

Specialized Training, Certifications and/or Other Special Requirements:

Must be eligible to vote in Illinois

Must reside in McLean County

Must pass applicable background check.

Must possess a valid driver's license at the time of hire.

PHYSICAL DEMANDS:

The work is light and requires lifting up to 35 pounds of force occasionally, and/or up to 10 pounds of force to push/pull objects. The work also requires the ability to finger, handle, reach, perform repetitive motion, kneel, lift, hear, speak, stand, stoop, and demonstrate mental and visual acuity.

WORK ENVIRONMENT:

Work is performed in an environment making decisions that could lead to major community or organizational consequences if appropriate decisions are not timely or without compliance to election laws and regulations.