

**GLYNN COUNTY BOARD OF COMMISSIONERS  
NOTICE OF POSITION VACANCY  
SUPERVISOR, BOARD OF ELECTIONS AND REGISTRATION**

<b>Department</b>	<b>Board of Elections</b>
<b>Location</b>	<b>1815 Gloucester Street</b>
<b>Reports To</b>	<b>Chairman, Board of Elections</b>
<b>Work Schedule</b>	<b>40 hours per week</b>
<b>Exempt or Non-exempt</b>	<b>Exempt</b>
<b>Grade/Entry Rate of Pay</b>	<b>Grade 25/\$48,814 - \$58,576 Annually DOQ</b>
<b>Opening Date</b>	<b>January 9, 2019</b>
<b>Application Deadline</b>	<b>Open Until Filled</b>

**This is a full-time position and receives all benefits afforded to regular employees.**

**Summary:** This position is responsible for overseeing and coordinating activities of the Board of Elections, including voter registration, elections, candidate reports/documentation, legal/regulatory compliance, and integrity of elections. This position serves as Chief Registration Officer and Election Supervisor for Glynn County, Georgia

**Essential Job Functions:** Administers and supervises Board of Elections Office. Supervises and evaluates assigned staff. Establishes and implements department goals, objectives and procedures. Prepares and or directs the preparation of reports including reports to the Board of Elections members. Develops an annual budget for office and all elections. Consults with county officials to review department operations and activities, resolve problems, receive advice and direction and provide recommendations. Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures. Provides information about the electoral process and voting procedures to the media, government officials, public schools, civic clubs, and numerous other organizations. Serves as Filing Officer for candidates, including receiving and inspecting campaign financing disclosure reports. Attends required training sessions concerning voter registration and election law. Maintains custody of records of all elections, registration information, campaign contribution reports and financial statements. Supervises the petition process to include Nomination and Recall petitions. Programs memory cards and encoders for each AccuVote machine prior to elections. Coordinates the AccuVote logic and accuracy test before each election. Calculates and determines the qualifying fees for candidates for county offices. Attends all board meetings and hearings held by the Board of Elections including complaints about the election process or voter registration. Prepares and publishes election notices as required by law including submitting pre-clearance matters to the United States Justice Department and legal notices for publication in the newspaper. Prepares ballots, sample ballots and absentee ballots. Supervises, tabulates and posts the results of absentee voting to include the mailing of ballots and voting in the office. Trains and deputizes all deputy registrars. Coordinates and conducts training sessions for poll workers. Maintains current election map for districts. Maintains accurate voter registration records. Operates a compute to enter, retrieve, review or modify data. Performs other related duties as required.

**Minimum Education, Training and Experience:** Bachelor's Degree in Political Science, Public Administration or related field with five (5) years of election process or related experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Supervisory experience is required. Must be registered as a Notary Public. Must possess a valid driver's license.

**Required Certificates/Licenses:** Valid driver's license. Must possess or be able to obtain Notary Public status.

**GLYNN COUNTY HUMAN RESOURCES DEPARTMENT  
W. HAROLD PATE COURTHOUSE ANNEX  
1725 REYNOLDS STREET  
BRUNSWICK GEORGIA 31520  
(912) 554-7170**

**Email: [jobs@glynncounty-ga.gov](mailto:jobs@glynncounty-ga.gov)  
Website: [www.glynncounty.org](http://www.glynncounty.org)**

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