STATE OF NORTH CAROLINA invites applications for the position of:
Elections Administration Manager

JOB CLASS TITLE: Business Systems Analyst II
POSITION NUMBER: 60088209
DEPARTMENT: State Board of Elections
DIVISION/SECTION: Elections Administration

SALARY RANGE: $51,895.00 - $93,346.00 Annually
RECRUITMENT RANGE: $51,895 - $83,025
SALARY GRADE / SALARY GRADE EQUIVALENT: GN14
COMPETENCY LEVEL: Not Applicable
APPOINTMENT TYPE: Permanent Full-Time
WORK LOCATION: Wake County
OPENING DATE: 04/03/20
CLOSING DATE: 04/17/20 5:00 PM Eastern Time

DESCRIPTION OF WORK:
***Position is subject to reclassification. Applicants must qualify for the minimum qualifications of a Program Manager I with at least one year of program management experience with a preference of three years program management experience.***
Max Salary: $83,025
Anticipated Pay Grade: GN15

Primary Purpose of the Organizational Unit:
The State Board of Elections oversees the enforcement of federal and state laws, rules and procedures governing the conduct of elections, voter registration, and campaign finance activities in North Carolina. The Election Administration unit develops and manages processes, procedures, and policies for the conduct of elections by the State Board of Elections and county boards of elections. Specific programs include voter registration, absentee voting, in-person voting, provisional voting, candidate filing, petitions, and other areas or special programs specific to election administration.

Primary Purpose of the Position:
This primary purpose of this position is to oversee and manage a team of program specialists and program assistants in developing processes, procedures, and policies for the conduct of elections by the State Board of Elections and county boards of elections, specifically voter registration, absentee voting, in-person voting, provisional voting, candidate filing, petitions, and other areas or special programs specific to election administration. This position works collaboratively with other agency divisions including Training & Outreach, Voting Systems, Campaign Finance, Business Operations, and IT. Provides election administration policy recommendations to the agency's Strategy Team and Executive Director.
Description of Work:

- Directs and supervises multiple comprehensive election administration programs including voter registration, absentee voting, in-person voting, provisional voting, candidate filing, petitions, and other areas or special programs specific to election administration.
- Supervise elections administration staff in supporting county boards of elections' compliance with statutory regulations and standard operating procedures and processes.
- Work with Project Management Division to evaluate program application (SEIMS) systems' functionality to identify evaluate and recommend solutions, enhancements, or modifications needed for election administration procedures and processes.
- Work with Training & Outreach Team to develop and deliver training for elections officials in business and program processes.
- Analyze, evaluate, and make recommendations to Executive Director and Strategy Team regarding policy recommendations or process improvement pertaining to election administration.

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

- Ability to interpret, apply, and communicate statutory regulations pertaining to election administration in this State.
- Ability to analyze, interpret, recommend, and implement elections policy, processes, and procedural guidelines.
- Ability to plan, organize, and supervise the work of others.
- Ability to train and manage employees engaged in specific election administration program and achieve program goals.
- Ability to develop and maintain effective working relationships with coworkers, multiple governmental agencies, county election officials, and the general public.
- Ability to convey information clearly and concisely either verbally or in writing to ensure that the intended audience understands the information.
- Ability to listen and respond appropriately to others.
- Ability to remain flexible to meet constantly changing and sometimes opposing demands.
- Ability to work independently and use sound judgment in making decisions.

Management Preference:
Preferred candidate will have at least 3 years of program management experience.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:
Bachelor's degree from appropriately accredited institution in a discipline related to the area of assignment with three years of programmatic experience related to the area of assignment; or an equivalent combination of training and experience.

SUPPLEMENTAL AND CONTACT INFORMATION:
All applicants must complete and submit a State application for employment using the NEOGOV Online Job Application System (http://www.oshr.nc.gov/jobs/) for the State of North Carolina. To receive credit for your work history and credentials, you must list the information on the online application form. Any information omitted from the application cannot be considered for qualifying credit. Attached or incorporated resumes (including Text Resumes on application form) WILL NOT be used for screening for qualifying credit. Please make sure you complete the application in full. "See Resume" or "See Attachment" will NOT be accepted. Other attachments (except a DD-214 copy) will also be accepted, but not used in screening for qualifying credit. Applicants are required to scan and attach a copy of their DD-214 (Form 4 or Certificate of Release or Discharge from Active Duty) or discharge orders if they wish to obtain Veteran's preference. Applicants may be subject to a criminal background check.

Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your
application, please log in to your account and click "Application Status". It is not necessary to contact the Human Resources Office to check the status of an application.

If you are having technical issues submitting your application, please call the NEOGOV Help Line at 855-524-5627. If there are any questions about this posting, other than your application status, please contact the Elections and Ethics Human Resources Office.

CONTACT INFORMATION
NC Board of Elections
Human Resources Management Office
430 N. Salisbury Street
Raleigh, NC 27603
Phone: 919-814-0700

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.oshr.nc.gov/jobs/index.html

NOTE: Apply to the department listed on posting
An Equal Opportunity Employer, NC State Government

noreply@nc.gov

Elections Administration Manager Supplemental Questionnaire

* 1. Do you have experience working in Election Administration?
   
   ☐ Yes   ☐ No

* 2. Please describe the value that you have added to the election administration process in your respective area?

* Required Question