



COUNTY OF CHESTER
invites applications for the position of:

Director of Voter Services

SALARY:	\$93,966.60 Annually
DEPARTMENT:	Voter Services
DIVISION:	Voter Services
OPENING DATE:	12/15/20
CLOSING DATE:	Continuous
WEEKLY HOURS:	35
SHIFT:	8:30am - 4:30pm
SUMMARY:	

The County of Chester is looking for a strategic and forward thinking leader for the Director of Voter Services. This highly visible role will oversee and direct the department to ensure the integrity of the election process as it is implemented for all primary, general, and special elections. Candidates should be well versed in Federal, State, and local rules/regulations impacting the County Election Board and possess a working knowledge of the technology used in elections. The Director should have exceptional public speaking, written communication, and organizational leadership skills to support department operations and management.

Position requires a Bachelor's degree in Public Administration, or related field, with 5 years of relevant experience or an equivalent of advanced training and experience.

We offer a competitive salary and excellent benefits package.

ESSENTIAL DUTIES:

- Direct, manage and administer the operations and activities of the department in conformance with the election laws and regulations.
- Reviews and drafts recommendations for updates and changes to the policies and procedures connected to the operations and activities of the department.
- Direct and organize the holding of elections, maintaining integrity in the election process and ensuring that all mandated deadlines are met.
- Direct and organize the preparation and printing of specimen, absentee and official ballots.
- Prepare instruction manuals and conduct classes.
- Oversee the maintenance and updating of computer system operations.
- Attend meetings and provide information verbally and written to voters, candidates, public officials and the press.
- Supervises department and personnel matters including hiring, motivating employees, employee evaluation(s), and employee issues/concerns including disciplinary actions.
- Supervises temporary election workers and provides training regarding election procedures and the operation of (electronic) election equipment.
- Compile and verify voter lists from official registration records, official statements of votes, statistical listings and other data.
- Maintain county precinct boundaries and maps.
- Prepare and justify departmental budget requests and ensure expenditures are within budgetary constraints.
- Organize the preparation and publication of official election information.

- Attends and participates in meetings, conferences, and seminars; stays abreast of developments and legislative changes affecting elections and voter registration. Reviews current and proposed legislative issues.
- Represents the department at community and board meetings involving election matters.
- Consult with County Solicitor, Department of State, and County Directors of Elections, testifying in court cases, as needed.
- Acts as a resource for employee questions regarding client or citizen issues, concerns, policies, etc.
- Perform other duties, tasks and special projects, as required.

QUALIFICATIONS/PREFERRED SKILLS, KNOWLEDGE & EXPERIENCE:

Qualifications / Requirements:

- Bachelor's degree in Political Science, Public Administration or related field from an accredited college or university, or equivalent combination of education and experience in a related role.
- Strong knowledge of federal and state election and voter registration laws.
- Strong budget management skills.
- Ability to make sound decisions and choices.
- Able to deal tactfully with difficult people.
- Excellent verbal and written communication skills.
- Exceptional ability to assess needs and priorities.
- Excellent organization skills.
- Strong interpersonal skills.
- Exceptional ability to communicate effectively at all levels.
- Accurate and detail-oriented.
- Ability to make sound decisions and choices.
- Demonstrates honesty and integrity.
- A valid driver's license is required.

Preferred Skills, Knowledge & Experience:

- Master's degree from an accredited college or university.
- Strong time management, prioritization and organizational skills.
- Strong people skills, with the ability to lead and train others.
- Excellent ability to analyze complex issues.
- Strong ability to plan, organize and coordinate work.
- Strong ability to think strategically.
- General understanding of human resources guidelines.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Strong project management skills.
- Ability to handle multiple tasks simultaneously.
- Ability to interface effectively with all levels of county management

ADDITIONAL INFORMATION:

Computer Skills:

To perform this job successfully, an individual should have:

- Basic Word skills
 - Intermediate Excel skills
 - Intermediate Access skills
 - Basic Outlook skills (Email and Calendar)
 - Basic Internet skills
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APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.chesco.org/>

Position #00622
DIRECTOR OF VOTER SERVICES
ZD

313 W Market St
Suite 4302
West Chester, PA 19380
610-344-6000

jobs@chesco.org
