Assistant Executive Director

Posted: 8/22/2022 Remove: 9/02/2022 Salary: $60,000 - $80,000 annually

Responsibilities: The Assistant Executive Director is responsible for assisting the Executive Director in all aspects of the administration of the Election Commission. Duties include the application of all statutory requirements in maintaining the permanent registry of voters and in planning, organizing and conducting of local, state, and federal elections in the County of Peoria.

Requirements: A Baccalaureate degree with a minimum of two years office experience with election experience preferred and/or combination of education and experience. Must possess a strong technical aptitude. Knowledge of Microsoft Windows based software including Microsoft Word, Excel and Access required. Must be detail oriented and able to work under the pressure of deadlines. Use personal judgment and initiative to develop effective, creative and constructive solutions to challenges and obstacles relating to the position. Strong public relations skills including good oral and written communication skills. Must have valid Illinois driver’s license. Ability to maintain confidentiality.