STATE OF WYOMING
invites applications for the position of:

BAED12-2023-00330-
Elections Director-Cheyenne

SALARY: $35.36 - $44.20 Hourly
$6,129.07 - $7,661.33 Monthly

LOCATION: Cheyenne

OPENING DATE: 02/07/23

CLOSING DATE: Continuous

DESCRIPTION AND FUNCTIONS:

Open UntilFilled

GENERAL DESCRIPTION:

This position directs, manages and supervises the work activities of the Election Division of the Wyoming Secretary of State's Office, which includes application and interpretation of Wyoming State Statutes and Federal law pertaining to elections, lobbyists, and ethics. The position provides division strategic management in policy and planning. It is responsible for planning, organizing, directing, administering, and coordinating staff work activities, executive level strategic planning and policy development, and legislative liaising.

Human Resource Contact: Debbie Russi / 307-777-6737 / debbie.russi@wyo.gov

ESSENTIAL FUNCTIONS: The listed functions are illustrative only and are not intended to describe every function which may be performed in the job level.
Oversees the supervision of staff members; reviews and evaluates their work and conducts formal performance appraisals.

Administers state statutes, rules, policies and procedures in the accomplishment of Election Division programs within the Wyoming Secretary of State's Office.

Performs daily activities required by the Wyoming Election Code, the Help America Vote Act (HAVA), and Lobbyist and Ethics statutes.

Provides technical assistance to the county clerks and agency management in the areas of elections, lobbyists, ethics and ballot initiatives.

Provides informational services to news media and the public regarding elections, lobbyists, ethics, and ballot initiative issues.

Interacts with the public regarding questions pertaining to elections administration, violations of the election code, and general inquiries.

Writes and/or revises agency rules, and assists with statutory revisions pertaining to elections, lobbyist and ethics issues.

Initiates and assists in preparation and evaluation of new and amended legislation and administrative rules.

Provides development specifications and oversees management and use of the Division's automated information systems.

Maintains up-to-date awareness of legislation, court decisions, industry developments, Attorney General's opinions and policy changes affecting elections administration.

Interviews applicants for employment and makes hiring recommendations to the Deputy Secretary of State.

Testifies in legislative committee meetings and hearings, before the election assistance commission, the press and other public forums regarding election results and procedures.

Provides budgetary amounts required for biennial operations of the Division for inclusion during compilation of the agency budget.

**QUALIFICATIONS:**

**PREFERENCES:**

Preference will be given to those with experience in elections administration and/or election law.

**KNOWLEDGE:**

- Knowledge of statutes, rules and policies pertaining to the Elections Division.
- Knowledge of the Wyoming election code, lobbyists and ethics statutes, rules and regulations, other pertinent statutes and state and federal election laws and processes, particularly Help America Vote Act and federal election guidelines.
- Knowledge of general government operations, state elected officials, county clerks, county commissioners, and legislature and special districts, as well as knowledge of federal agencies and associations such as EAC, FEC and NASED.
- Knowledge of proper teaching and presenting strategies.

**MINIMUM QUALIFICATIONS:**

**Education:**
Bachelor's Degree (typically in Business)

**Experience:**
2-4 years of progressive work experience (typically in Business) with acquired knowledge at the level of a Senior Policy & Planning Analyst

OR

**Education & Experience Substitution:**
5-7 years of progressive work experience (typically in Business) with acquired knowledge at the level of a Senior Policy & Planning Analyst

**Certificates, Licenses, Registrations:**
None

**NECESSARY SPECIAL REQUIREMENTS:**

**PHYSICAL WORKING CONDITIONS:**

- After-hours availability for leadership/guidance as situations dictate.
- Occasional after-hours work to meet deadlines - typically around legislative sessions, election night, or major projects.
- This position is required to travel.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and to handle other computer components.
- Lifting and transporting of moderately heavy objects, such as computers and peripherals; must be able to lift 50 lbs.
- Coordinating, leading, speaking, and/or participating in sessions, presentations, and meetings.

**NOTES:**

- FLSA: Exempt
- This position is At-will.

**SUPPLEMENTAL INFORMATION:**

002-Secretary of State - Elections

Click [here](http://agency.governmentjobs.com/wyoming/default.cfm) to view the State of Wyoming Classification and Pay Structure.

URL: [http://agency.governmentjobs.com/wyoming/default.cfm](http://agency.governmentjobs.com/wyoming/default.cfm)

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.
Class Specifications are subject to change, please refer to the A & I HRD Website to ensure that you have the most recent version.

A complete listing of the State of Wyoming Classification and Pay Structure can be viewed at http://agency.governmentjobs.com/wyoming/default.cfm.

See Human Resource Contact Information in the General Description Section
Statewide, WY 82002

Fax: (307) 777-6562
lorrie.abeyta@wyo.gov

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities. No notice of eligibility will be sent to applicants who meet the minimum qualifications.

BAED12-2023-00330-Elections Director-Cheyenne Supplemental Questionnaire

* 1. (AA) Which of the following best describes your highest completed level of education to date or within the next three (3) months? (Transcripts may be required.)
   - High School Diploma/GED/or Equivalent
   - Some college Coursework, No Degree Received
   - Associate's Degree
   - Associate's Degree and additional coursework
   - Bachelor's Degree
   - Bachelor's Degree and additional coursework
   - Master's Degree
   - Master's Degree and additional coursework
   - Doctorate Degree
   - Doctorate Degree and additional coursework
   - None of the Above

* 2. (AA) Which of the following Quarter/Semester credit hours best describes your completed college education to date or within the next three (3) months? (Transcripts may be required.)
   - 45+ Quarter hours/30+ Semester hours
   - 90+ Quarter hours/60+ Semester hours
   - 136+ Quarter hours/91+ Semester hours
   - 180+ Quarter hours/120+ Semester hours

https://agency.governmentjobs.com/wyoming/job_bulletin.cfm?jobID=3903254&sharedWindow=0
3. (BAED12) Which of the following best describes your work experience in Business? (This experience includes, but may not be limited to, the following: professional business with federal/state grants administration, or other similar experience.)

- No relevant experience.
- Less than one (1) year of relevant experience.
- One (1) to less than two (2) years of relevant experience.
- Two (2) to less than Four (4) years of relevant experience.
- Four (4) to less than five (5) years of relevant experience.
- Five (5) or more years of relevant experience.

4. (AA) Describe your relevant experience below.

5. Describe your experience in elections administration and/or election law, if any?

6. (A) Where did you hear about this opportunity?

- Government jobs www.governmentjobs.com/careers/wyoming
- Indeed
- LinkedIn
- Zip Recruiter
- Wyoming Workforce Center
- Other job sites (Wyoming at Work, Monster, etc.)
- Social Media (Facebook, Twitter, etc.)
- Newspaper/Newsletter Advertisement
- Career Fair
- Human Resources Division
- Friend or Acquaintance (Not State Employee)
- Current State Employee
- Other

7. (A) If you selected "Current State Employee" please provide the employee's first and last name, and include the department they work for, if known. This employee may be eligible for a Referral bonus.

8. (A1) If you selected Other, please tell us where you heard about this opportunity.
9. (AA) VETERANS' PREFERENCE DISCLOSURE: PER WYOMING STATUTE, current employees of the State of Wyoming are not eligible for veterans' preference. If you are not a current employee of the State of Wyoming, to be eligible to receive veterans' preference you MUST have been a resident of the State of Wyoming for a period of one (1) year or more at any time prior to submitting this application. I have read and understand the veterans' preference disclosure.

☐ Yes
☐ No
☐ I am not a veteran

10. (AA) VETERANS' PREFERENCE: If you are a war veteran as defined in section 101, Title 38, United States Code or are the surviving spouse of a war veteran who receives survivor benefits from the federal government based on the veteran's military service, and wish to claim veterans' preference, please attach the appropriate documentation substantiating your claim. Indicate below your appropriate veterans' preference status. By requesting veterans' preference, you are certifying that you meet the statutory requirements as described in the above disclosure.

☐ Current State Employee
☐ Veteran - DD214 Attached
☐ Disabled Veteran (10% or more) - DD214 and Veteran's Disability Determination Attached
☐ Surviving Spouse of a Deceased Veteran - DD214 and proof of Survivor Benefit Attached
☐ None of the above

11. (AA) Please be advised that an incomplete application WILL NOT be considered for employment. An attached resume' is not required and is not an acceptable substitution for a completed application. Some State of Wyoming agencies use E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify, including your rights and responsibilities at https://www.uscis.gov/e-verify. I have read and understand the above statement.

☐ Yes
☐ No

* Required Question