



April 22, 2021

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at www.centrecountypa.gov.

DIRECTOR OF ELECTIONS AND VOTER REGISTRATION

PC # 6

Position Overview

Department:

Elections Office
420 Holmes Street, Willowbank Building
Bellefonte, PA 16823

Base Pay:

Salary Grade: S58
\$58,656.00-96,241.60/annum
Exempt

Shift Available:

40+ hours a week

Required Education/Experience:

Bachelor's Degree in business administration, Public Administration or related field.

Applications:

Applications for this position will be accepted **until suitable candidates are selected.**

Summary of Job Functions

- Oversees all operation to ensure successful Mail-in and In-Person voting is a unified manner for Primary, General and Special Elections.
- Meets the notification requirements of: Act 3, the Department of State, and PennDOT's Bureau of Motor Vehicles.
- Develops a comprehensive communications plan that includes voter outreach initiatives and addresses the increased volume of voter inquiries prior to each election.
- Provides regular and requested reports and updated to the County Administrator and Board of Elections.
- Work with Pennsylvania Department of State on the release of statewide registration systems and facilitate training of systems.
- Conduct elections accurately and legally by meeting time lines set by the state; issuing the Request for Bids for ballots; offices to be placed on the ballot; providing information on the requirements and content for referendums; certifying ballot information to printer; proof reading ballots for accuracy; computing the number of ballots required for each precinct; and preparing the mandated legal advertising for each election.
- Oversee petition process and enforce the Campaign Finance Reporting Law for candidates and political committees as required by the state.
- Establish a polling place in each precinct. Assure the polling place meets the standards of Election Law and other related requirements (including handicapped accessibility). Update precinct boundaries as necessary.
- Assure each Election Board has the required number of members in each voting precinct, recommend pay scale updates for Election Board, and oversee the training for Election Board members.
- Coordinates with the Pennsylvania Department of State for guidance and to implement programs for conducting elections.
- Manages the purchase and maintenance of equipment, services, supplies, and materials for the elections in strict accordance with County Policy.
- Consults regularly with the Board of Elections, Solicitor, and County Administrator to Implement policies and procedures that comply with the Pennsylvania Election Code and Federal Regulations.
- Manages personnel, resources and technology to meet goals.
- Defines staffing requirements, proactively determines when and how to scale up operations as necessary and regularly communicates plans to the Board of Elections and County Administrator.
- Prepares, presents, and manages budget for elections department.
- Prepare data and related statistical reports for the County and State as required.
- Interacts with citizens to answer questions and resolves issues. Also interacts with other County and State offices and officials regarding both daily work and/or legislative issues.

Equal Opportunity Employer