**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.

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**Equal Opportunity Employer**