

Director, Voter Registration & Elections

\$140,000+
(Salary Negotiable)



DeKalb County
GEORGIA

Executive Recruitment

DeKalb County Government
Department of Human Resources

Director, Voter Registration & Elections



Make a difference in DeKalb County!

Beautiful DeKalb County is Georgia's fourth largest county with an estimated 759,297 residents calling it home. The geographical area of the County covers approximately 271 square miles consisting of a portion of Atlanta; the cities of Avondale Estates, Brookhaven, Chamblee, Clarkston, Decatur, Doraville, Dunwoody, Lithonia, Pine Lake, Stonecrest, Stone Mountain, and Tucker; and several unincorporated areas. Four major interstates and Metropolitan Atlanta Rapid Transit Authority (MARTA) are easily accessible for commuting. There's so much to see and do here – discover for yourself by visiting www.DiscoverDeKalb.com.



Government Structure

The Chief Executive Officer (CEO) is the County's top elected official. The County has 44 departments with most department heads reporting to the CEO through the Chief Operating Officer (COO). Like other county governments, there is a Board of Commissioners (BOC) that comprises the legislative branch, a court system that is the judicial branch, and other elected officials and constitutional officers.

The Director, Voter Registration & Elections

Voting in local elections is critical to preserving our democracy. It is both a right and a responsibility. The Director, Voter Registration & Elections fills an important leadership role. The Director's purpose is to plan, direct, and oversee the operations and staff involved in voter registration and elections processes for the county, and to ensure compliance with local, state, and federal election and voter registration laws, rules, and regulations.

Under the guidance and policy direction of the DeKalb Board of Registration & Elections, the Director provides oversight for department operations that serve the 600,000 registered voters of DeKalb County. While the department is funded by DeKalb County Government, it is governed by a 5-member citizen board appointed by the Chief Judge of DeKalb Superior Court. Two members each are nominated by the state Democratic and Republican political committees, and an at-large member is chosen by the Chief Judge. Board members are appointed in July of odd-numbered years and serve concurrent two-year terms.

Imagine yourself in this role...

DeKalb VRE has a 2021 budget of approximately \$3.6 million and an employee count of 19 full time employees. One of the first priorities will be to select and onboard a Deputy Director and establish a skilled, cohesive team in preparation for the 2022 election cycle. Other high priorities include:

- Documenting and modernizing key operational and administrative processes
- Formalizing the departmental budgeting and procurement process
- Conducting a review of existing positions
- Instituting a project management system
- Evaluating facility and equipment needs
- Reshaping the historically bureaucratic department culture into one which is proactive, responsive, innovative, data-driven, and voter-centric
- Providing guidance to Deputy Director in overseeing registrations and elections operations, including employee supervision and scheduling, recruiting, and training poll workers, and overseeing the storage, maintenance, preparation, and testing of election equipment

Are you the ONE?

While previous elections experience is highly desired, what is of paramount importance is that the Director be a skillful, credible, emotionally intelligent leader, and a competent, effective, and experienced manager. The successful candidate will possess an educational and professional background that prepares them to lead a strictly regulated government agency and to work effectively under the guidance of a policy board. Professional judgment, excellent communication skills, technological savvy, a firm grasp of financial and human resource management practices, and the ability to cultivate a positive workplace climate are essential.

To be minimally qualified, you must have a bachelor's degree and ten years of progressively responsible experience managing similarly complex operations, with five years of management experience for a comparably sized organization or as a director for a smaller organization. A Master's degree is preferred with special consideration given for degrees in Public Administration, Business Administration, Operations Management, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. You must possess a valid Georgia driver's license and obtain a Georgia Elections Certification within 12 months. National Election Center - Certified Elections Registration Administrator (CERA) certification is highly encouraged

Top candidates will also have knowledge of process management, supply chain management, logistics, customer service, and/or strategic communications, and experience reporting to a board or policymaking body.

Rewards of working with DeKalb County...

In addition to gratifying work as a public servant, we offer:

- Salary of \$140,000 (negotiable, depending on experience and qualifications)
- Automobile allowance
- Hybrid defined benefit/defined contribution pension plan
- Health care insurance plan options including a traditional HMO, PPO & HSA
- Dental and vision insurance options
- Basic Life Insurance benefit of 2.25 times an employee's annual salary rounded up to the next \$1,000
- Flexible Spending Account Plan
- Employee Assistance Program
- Deferred Compensation
- Peach State Credit Union
- 11 Paid holidays, 13 days sick leave and a minimum 15 days of annual leave per year
- Housing and moving cost reimbursement directly attributable to relocation is negotiable

Take the best next step – APPLY NOW! Submit your resume to: abeacham@dekalbcountyga.gov

Contact Ansel Beacham, Senior Human Resource Generalist directly with questions or if you'd like more information: 470-677-0033

Business and Education Hub

DeKalb is the headquarters of some of the country's most prominent businesses and organizations including the Center for Disease Control, the only federal agency based outside of Washington, DC; the Yerkes Primate Center; American Cancer Society and Emory University's Rollins Research Center. Emory University, one of the new Ivy League Schools of the South, and Agnes Scott College, a top women's liberal arts college in the country, are located in DeKalb.



The Fernbank natural history museum is a wondrous place that features nature and science exhibits, a giant 3-D theater for science and education documentaries, 75 acres of outdoor exhibits, breathtaking walking trails, a canopy walk, native wildlife and nature playgrounds.



Callanwolde Jazz Fest

Culture and Arts

DeKalb has emerged as one of Georgia's most culturally diverse communities. More than 64 languages representing Asian, Hispanic, European and African cultures are spoken here. The County also has become a home for African, Iraqi and Latino asylum seekers displaced by war or turbulent political circumstances.

With its beautiful surrounding grounds, county-owned Callanwolde Amphitheater offers the perfect natural and historic setting. Each year, Callanwolde hosts a summer jazz concert series.

The Porter Sanford III Performing Arts & Community Center is a state-of-the-art, 500 seat theater in the historic Candler Road district, bringing a diverse range of programming possibilities to Southern DeKalb County.



Porter Sanford III Performing Arts and Community Center



Stone Mountain

Natural Wonders

One of DeKalb's most well-known attractions is Stone Mountain Park, home to the world's largest free-standing piece of exposed granite and the world's largest relief sculpture. Another natural attraction is Davidson Arabia Mountain Nature Preserve - 2,000 acres of granite outcrop, wetlands, pine and oak forests, streams, and a lake. Stone Mountain Park features family-friendly attractions, outdoor recreational activities, exciting seasonal events, and on-site lodging options.

DeKalb County Government



Michael Thurmond, CEO

Board of Commissioners



**Robert
Patrick**
District 1



**Jeff
Rader**
District 2



**Larry
Johnson**
District 3



**Steve
Bradshaw**
District 4



**Mereda Davis
Johnson**
District 5



**Edward
"Ted" Terry**
District 6



**Lorraine
Cochran-
Johnson**
District 7



Benita C. Ransom, SPHR, SHRM-SCP
Human Resources & Merit System Director
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DEKALB COUNTY IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER

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