DIRECTOR OF REGISTRATION & ELECTIONS

FULTON COUNTY, GEORGIA
THE COMMUNITY

Fulton County is in the north-central portion of the State of Georgia. The County stretches over 70 miles in the foothills of the Appalachian Mountains. Fulton County is home to 15 cities, including the state capital, Atlanta. With an estimated 1 million residents, Fulton County has the largest population of any county in the State of Georgia and is the most diverse. Atlanta, the county seat, and by extension Fulton County, is a major financial and telecommunications hub, and is a leading distribution center for goods and services in the Southeastern United States.

Fulton County is home to world-recognized companies such as Coca-Cola, Chick-fil-A, Georgia Pacific, United Parcel Service, Home Depot and Delta Airlines, among others. Fulton County is also home to nationally recognized institutions of higher education, including Georgia Institute of Technology, Georgia State University, Morehouse College, Spelman College and Clark Atlanta University. Similarly, Fulton County School District and Atlanta Public Schools System provides elementary and secondary education to an estimated 142,745 students in the county. Residents and visitors can experience world class arts, culture, sports, shopping, dining, and entertainment including the High Museum of Art, the Atlanta History Center, the Jimmy Carter Presidential Library and Museum, the World of Coca-Cola Museum, Zoo Atlanta, the Georgia Aquarium, the Martin Luther King Center for Non-Violence, the National Center for Civil and Human Rights.

MISSION
To deliver efficient, high-impact service to every resident and visitor of Fulton County

VISION
“Fulton County is a positive, diverse community with a thriving economy, safe neighborhoods, healthy residents, and a rich quality of life that all people can enjoy. It is served by a county government that is recognized for being innovative, effective, efficient, and trustworthy”

FULTON COUNTY GOVERNMENT

A seven (7) member Board of County Commissioners serves as the legislative and policy-making body of the county. The Board of Commissioners establish policies to safeguard the health and overall welfare of county residents, adopt the County’s annual operational budget, authorize bond referendum, and enact plans for County growth and development. With an annual budget of $1.25 billion dollars and the support of 4,500 employees in more than 40 departments, Fulton County is committed to six (6) Strategic Priorities that highlight the Commission’s commitment to Justice and Safety, Health and Human Services, Arts and Libraries, Infrastructure and Economic Development, Open and Responsible Government, and Regional Leadership.
THE BOARD OF REGISTRATION AND ELECTIONS

The Board of Registration and Elections (BRE) is a five (5) member governing body responsible for conducting elections of registered voters in Fulton County. The Chairperson of the Fulton County Board of Commissioners appoints one (1) member who serves as the BRE Chair. Similarly, the current chairperson of the Fulton County Democratic Party and the current chairperson of the Fulton County Republican Party each appoint two (2) members. The BRE oversees the County’s Department of Registration and Elections.

THE POSITION

The Director of Registration and Elections (DRE) reports to the BRE and is the chief executive and department head responsible for developing goals, objectives, policies, and procedures relating to voter registration and elections in Fulton County. The DRE also prepares, presents, and manages the department’s approved annual budget. The DRE leads programs and services that ensure safe, free, and accessible voter registration and elections in the County. The DRE also ensures accurate collection and maintenance of voter registration data and administers the County elections and associated services, which includes but is not limited to absentee balloting, voter registration, voter education and outreach. The Director also collects information and validates candidates for elective office, ensures the availability of training for poll workers, and directs efforts to educate voters on elections in the County.

The DRE performs other duties, including preservation, storage, preparation, testing and maintenance of departmental election equipment. Furthermore, the director oversees election district boundaries, and administers the selection of polling places in the County.
DESIRED KNOWLEDGE, SKILLS and CAPABILITIES

• A proven record of successfully leading organizations responsible for voter registration and elections serving a community of comparable size and complexity to Fulton County, GA.

• Demonstrated ability to lead, manage, build, and inspire a diverse team of full-time professionals to develop, implement, and continuously improve registration and election processes and infrastructure.

• Ability to ensure the coordination and leadership of more than 4000 volunteers and/or temporary support staff during surges leading to elections.

• Experience in planning, communicating, coordinating, organizing, and delegating tasks to achieve established goals.

• Advanced level ability to manage budgets, contracts, and legal compliance.

• Outstanding communications skills, including public speaking and presentations, business writing, and the ability to respond to questions or inquiries extemporaneously. Proven capabilities to exchange information clearly, consistently, and with confidence, honesty, and integrity.

• Unquestionable personal and professional integrity, character, and reputation.

• Advanced level ability to apply practical and theoretical principles and best practices in data collection, coordination, data reporting, application management and related capabilities.

• The ability to identify trends, emerging challenges, and viable options and opportunities.

• Elevated level of proficiency, understanding and application of election laws.

• Excellent people skills and the ability to foster collaborative working relationships among internal and external customers.
APPLICATION AND SELECTION PROCESS

We invite qualified professionals to visit the Baker Tilly Application Portal, review the details of this career opportunity, create a profile, apply, and allow us the privilege of reviewing your credentials and considering your qualifications for this position:

https://bakertilly.recruitmenthome.com/postings/3312

Application review begins on Monday, February 21, 2022. Following the first review date, a recruitment consultant will evaluate all applications against the posted qualifications, and may extend invitations to submit additional information, including due diligence questionnaire, written questionnaire, references, and a formal interview (virtual or in-person) to a select few. This announcement will remain posted, and we will continue to accept applications, until the county reaches an agreement with a finalist. For more information, please email edward.williams@bakertilly.com or call (214) 842-6478.

COMPENSATION AND BENEFITS

The established salary range for this position is $175,000 - $195,00. The County offers a comprehensive benefit package that includes Medical (HMO and PPO), Dental, & Vision insurance, Basic Life Insurance, Long Term Disability, and Employee Assistance Programs, 13 holidays per year; vacation, sick, bereavement, emergency, military, court, and parental leave; and family medical leave. Additional benefits include optional supplemental life insurance and dependent coverage; 401A retirement plan and choice of Deferred Compensation plans, purchase of Metropolitan Atlanta Rapid Transit Authority (MARTA) Breeze Cards, and other optional benefits available via payroll deductions including credit union dues, savings bonds, and much more.

EDUCATION AND EXPERIENCE

A bachelor’s degree from an accredited college or university in Public Administration, Political Science, Business Management, Organizational Development, or a closely related field and a minimum of five (5) years of progressively responsible management experience in elections administration, government administration, business administration, or similar occupation involving the interpretation of governmental laws, rules, and statutes, voter registration and elections administration, complex logistics management or a closely related function is required. The individual selected must have or be able to secure a valid Georgia Driver’s License within 30 days of employment. The selected finalist must also have or be able to provide proof of Fulton County Residency and present certification as a registered Fulton County Voter. Additionally, the individual selected must swear to faithfully uphold the duties of the appointed office. A master’s or advanced degree and certification as an Elections and Campaign Management are a plus.