Elections Coordinator - Recruiting

Apply

📍 Asheville, NC

📅 Full time

🕒 Posted 5 Days Ago

📅 R02071

Buncombe County is a caring community in harmony with its environment where citizens succeed, thrive, and realize their potential. Our mission is to promote a healthy, safe, well-educated, and thriving community with a sustainable quality of life; to provide effective and efficient government our citizens can trust; and to deliver needed service through a responsive work force committed to excellence, integrity, and teamwork.

Job Title: Elections Coordinator - Recruiting

Buncombe County Elections is looking for an energetic and resourceful individual who enjoys a fast paced, dynamic environment working with people from varied backgrounds. This person will work with a staffing agency to recruit up to 1000 poll workers (early voting and election day) and 45 seasonal employees each election, and monitor staffing agency invoicing. They will work in conjunction with the Elections Coordinator - Training to obtain feedback from poll workers, seasonal staff, and voters to improve customer service.

Purpose of the position:
The primary purpose of this position is to plan, coordinate, and administer assigned elections program or service area to support the strategic direction of the department and organization by connecting community participants to election services.

Minimum Education, Training and/or Experience (required at time of hire):
Associate's degree from an accredited college with major course work in Political Science, Business Administration, Public Administration, Law, or related field, and three (3) years of experience in preparation of reports, bookkeeping, detailed filing procedures, responding to and composing correspondence, and performing
administrative tasks preferably in a Board of Elections office; or equivalent combination of education and experience.

Additional Training and Experience: Certified North Carolina Elections Administrator preferred.

License or Certification Required by Statute or Regulation: None

Essential Functions of the Position:

- Organize and manage day-to-day activities of assigned elections program area to ensure program objectives are met; ensure compliance in accordance with all federal, state, and local regulatory standards, ordinances, laws, and requirements.
- Participate in the recommendation, assignment, training, direction, and success of seasonal poll workers and other seasonal staff.
- Design, deliver, and/or facilitate trainings, program outreach, and educational sessions to expand knowledge of services; develop content, materials, and necessary supporting documentation.
- Effectively administer software tools and systems to manage program; synthesize and analyze program data, design/develop reports and ensure accurate and timely reporting.
- Act as the liaison and conduit between key shareholders, the community, and the department to convey relevant information and ensure effective collaboration; participate in meetings, presentations, trainings, and outreach as needed.
- Manage budget for assigned elections program including coordinating, processing, and recording financial and budget information and transactions.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Perform other related duties as assigned.

Knowledge, Skills, Abilities:

- Knowledge of Federal, state, and county laws and procedures pertaining to elections and the maintenance of Buncombe County election records.
- Knowledge of organizational culture and resources, both internal to Buncombe County and in the community.
- Knowledge of ethical guidelines applicable to the position as outlined by professional standards, federal, state, and local laws or ordinances.
- Knowledge of the programs and service delivery mechanisms in assigned work areas.
- Ability to interpret and keep up to date with changes related to election laws, processes and standards and communicate those changes in a prompt manner.
- Ability to collect and analyze data and conduct program and performance reviews/audits.
- Ability to effectively use various complex software applications.
- General knowledge of the principles and practices of public administration and planning, an ability to communicate effectively with professional and administrative personnel.
- Ability to interpret and apply election law, campaign finance regulations, and pertinent financial Federal, State and local laws, codes and regulations.
- Interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
Department: Election Services

Location: Asheville, NC

Job Posting End Date: August 18, 2022

Salary Range: $24.96 - $29.13

Buncombe County Government realizes the importance of a diverse professional workforce and the need to foster a responsive and innovative organizational culture, one that fully engages all of our employees, honoring and building on each employee’s unique experiences, opinions, and perspective.

It is the policy of Buncombe County to provide equal employment opportunities (EEO) to all persons regardless of race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, sexual orientation, gender identity or any other legally protected class under federal or NC State law. In addition the Agency expressly prohibits any form of workplace harassment or discrimination.

Applicants for employment are invited to participate in the affirmative action program by reporting their status as a protected veteran or other minority. In extending this invitation, we advise you that: (a) workers (applicants) are under no obligation to respond but may do so in the future if they choose; (b) responses will remain confidential within the human resource department; and (c) responses will be used only for the necessary information to include in our affirmative action program. We are a company that values diversity. We actively encourage women, minorities, veterans and disabled employees to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Similar Jobs (1)

Elections Coordinator - Training

📍 Asheville, NC

📅 Full time

⏰ Posted 6 Days Ago

About Us
Across 660 square miles, Buncombe County is a diverse patchwork of businesses and people. What brings us together is our belief that what we do matters and together we can shape a community where every person lives up to their potential. We believe we serve our community best with a diverse workforce who represent the best in their professions. We hope you will consider joining us!

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