Elections Director

General Definition of Work
The Elections Director performs complex administrative and technical work for the overall operation of the Election Office including planning, managing and conducting federal, state, county, municipal and special elections; supervising voter registration processes; budget preparation; precinct official training; voter and public education; compliance with state and federal laws; supervision of office staff and essential county administrative tasks for office operations; and related work as apparent or assigned.

The Elections Director is involved with setting policies, procedures and goals for the Election Office under the direction of the Board of Elections. Daily office supervision is exercised over all full or part-time staff, temporary employees, and precinct officials.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions
Administers the functions of the office of the Board of Elections, including but not limited to the voter registration processes, the voter registration records, the regulation of contributions and expenditures in political campaigns, and the conduct of elections, adhering to those duties delegated to the county boards of elections in NCGS 163-33.

Administers all functions of the County Board of Elections office to comply with mandates and directives by the Executive Director of the North Carolina State Board of Elections and to state and federal law changes by communicating such mandates, directives, and law to the County Board of Elections, implementing necessary changes to the planning, managing and conduct of elections, and modifying office policy and procedure as necessary to comply with new laws. When applicable, educates the public about the impact of law changes.

Plans for various elections including primaries, second primaries, general, municipal, and special elections. Organizes and prepares for each election, including training precinct officials; preparing ballots, programming and testing of voting machines; coordinating delivery of voting equipment, signs, and supplies to voting places; and arranging return of these items.

Recruits, manages, and trains staff and temporary employees, including employees for one-stop voting sites and Election Day precinct officials. Advises County Board of Elections regarding the hiring of staff and selection of precinct officials.

Prepares and provides required and requested reports to the State Board of Elections and the County Board of Elections regarding election activities, and to county administration staff regarding personnel, payroll, and budget.

Projects and recommends annual budget and budget amendments to the County Board of Elections, supervising revenues and expenses of annual budget as appropriated by the county. Projects and plans for capital expenses, including office and voting equipment, recommending selection based upon requirements of state and federal election laws, and negotiating with vendors.

Organizes, documents and supervises procedures and methods for legally required functions and services of the election office such as, for example, receiving and processing applications for voter registration,
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including ascertaining that applicants are eligible to register in the county; ensuring that voter registration records are updated to reflect changes of address, name changes and changes of party affiliation, including mailing out required notices for new registrations and changes to registration records. Supervises the removal from the voter registration records persons who have died, who have been convicted of a felony, and people who have moved out of the county.

Provides lists of voters requested by political parties, candidates, the general public and others.

Maintains custody of voter registration and other records in a safe and secure manner and location.

Ensures testing of voting equipment for accuracy of tabulation and function prior to elections and conducts post-election certification processes. Manages contracts for the voting systems and supplies, including printing of ballots.

Files candidates for election, including determining amounts of and receiving filing fees. Receives and verifies petitions for unaffiliated and official write-in candidates, and for qualifying a political party for ballot access.

Identifies number of voting places required and recommends locations; negotiates usage as needed. Ascertainment that voting places and equipment meet accessibility standards established by federal and state government and prepares recommendations for Board approval for improvements to meet these standards.

Plans and supervises the printing and distribution of absentee ballots, ensuring compliance with all statutes and procedures issued by the State Board of Elections. Ensures the security of blank and voted absentee ballots.

 Receives, compiles and reports unofficial election results to the media, candidates and citizens on election night and submits required reports to the State Board of Elections.

Aids the County Board of Elections when there are requests for recounts and in conducting recounts; and when there are election protests.

Prepares audit materials and official Canvass results. Submits Canvass results to the State Board of Elections and Clerk of Superior Court offices, and maintains a copy of official results in the office archives. Furnishes certificates of election as directed by the County Board of Elections.

Administers campaign finance laws and regulations, receiving campaign committee disclosure reports and auditing the reports for compliance.

Coordinates County Board meetings; prepares agenda and minutes of meetings; correspondence, resolutions, and reports for the Board; informs Board members of changes in election laws and/or procedural changes of implementation.

Issues notices and advertisements in accordance with North Carolina General Statutes.

Maintains public records in accordance with North Carolina General Statutes, managing public access, preservation and disposal.

Adheres to records retention schedule including preservation and disposal of records as prescribed.

Oversees the Board/office website; ensures that information on the site is accurate and current.

Analyzes statistical data regarding election results, voter registration statistics, legislation and regulations.
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Prepares maps of precincts and submits to State Board of Elections, North Carolina General Assembly, and other governmental agencies upon request or as required.

Ensures compliance with all State and County issued cyber security directives and implements practices to guard against security attacks, including cyber security and physical security.

Prepares and administers emergency management plan due to inclement weather, natural disaster, or other disruption in voting or election processes.

Assists the Board in receiving and investigating complaints and challenges of elections and voting.

Maintains expertise and knowledge of the State Election Information Management System (SEIMS) and ensures that the office staff has a working knowledge of SEIMS. Purchases and maintains computer system hardware for voter registration and voting equipment programming, in consultation with the staff of the State Board of Elections, SEIMS, and the county Department of Information Technology. Attends SEIMS training and ensures that staff is also trained and proficient in SEIMS applications, policies and procedures.

Complies with the educational requirements of the State Board of Elections and county government, as well as participates in other educational opportunities to advance the director’s knowledge of developments, compliance, and trends in election administration. Coordinates County Board members’ attendance of state and district seminars and meetings, including those held by the University of North Carolina’s School of Government; receives training required and conducted by the State Board of Elections. Achieves and maintains certification issued by the State Board of Elections. Receives and maintains working knowledge of voting equipment and software programming of ballots.

Maintains an effective working relationship with the County Board, public, precinct officials, the media and other employees and officials of local, state and federal government agencies. Prepares and distributes sample ballots. Provides education to voters, including public speaking engagements at meetings of political parties and civic organizations; and in writing and orally to various newspapers, television and radio stations, regarding voter registration, candidate filing and election processes and results.

Performs general office duties; answers telephone and greets visitors; receives inquiries and provides information or refers inquiries to appropriate personnel; responds in person, by telephone, and through correspondence to inquiries; provides information to the public, governmental offices, elected officials, media, candidates, political party representatives, etc., as requested.

Work is performed in accordance with federal, state, county, and municipal election laws, policies, and procedures.

Must apply independent judgment and interpret routine policies and regulations. Also exercise professional tact and courtesy in frequent contact with general public.

Knowledge, Skills and Abilities

Comprehensive knowledge of federal, state and local election and voting registration laws and regulations; comprehensive knowledge of registration and voting procedures and of the maintenance and protection of voting registration lists and records; thorough knowledge of standard office practices, procedures and equipment; ability to solve problems within scope of responsibility; ability to plan, train and supervise the work of others; ability to establish and maintain effective working relationships with the Board of Elections, county officials, media, associates and the general public. Working knowledge of microsoft, especially office and excel.
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Education and Experience
Election Bachelor’s degree or higher preferred. Minimum of Associates/Technical degree preferably. Preference for business administration or management, public administration, political science, or related field and/or moderate experience in conducting governmental elections including some supervisory experience, or equivalent combination will be considered.

Physical Requirements
This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Ability to obtain North Carolina Elections Administrator Highly desirable. Certification within three years of employment and maintain certification; travel required. Ability to obtain and maintain NC Notary Public Certification. Possession of an appropriate driver's license valid in the State of North Carolina.

To apply for this position any interested person can go to the Swain County website at www.swaincountync.gov and complete an online application. There are also fillable applications online that can be emailed to Human Resources at humanresources@swaincountync.gov. Any questions feel free to contact the HR Director, Lottie Barker, at 828-488-9273 ext 2241.