



Gwinnett County Government

Elections Supervisor (Appointed) - Department of Community Services

Salary <input type="checkbox"/>	\$80,179.00 - \$136,304.00 Annually	Location <input type="checkbox"/>	Lawrenceville, GA
Job Type	Full Time - Appointed	Department	Department of Community Services
Job Number	21-00159		

Class Summary

Gwinnett County Voter Registration and Elections is responsible for planning and organizing all election and voter-related activities and assists Gwinnett's cities and special districts with election preparations. The division is comprised of staff that are proud to be part of a team that works together to assure that every vote counts.

The Elections Supervisor is responsible for supervising lower levels, overseeing the day-to-day management of the Voter Registration and Elections Division, to include ensuring that the division operates in compliance with local, state and federal laws. The incumbent will read and interpret local, state and federal election laws, the Georgia constitution and statutes, Georgia Secretary of State directives, county resolutions, and ordinances to ensure division compliance. This position is responsible for Outreach/Education programs including bilingual voter-outreach, voter information development, and preparation of voting materials such as brochures, sample ballots, etc. The Supervisor will also ensure that programs and policies are being implemented and adjusted as necessary to ensure compliance with Section 203 of the Voting Rights Act. The division also is responsible for qualifying candidates and administering the provisions of the Campaign Reporting Laws.

This position is a grade 203.

Salary will be based upon experience.

Minimum Requirements

- Bachelor's degree in public administration, business management, political science or a related field;
- Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above;
- **Must be a U.S. Citizen:** Will be required to provide original documentation as proof;
- Valid Driver's License in State of residency;
- State of Georgia Certification as Election Supervisor or the ability to obtain it within one (1) year from date of employment;
- Bilingual in English and Spanish is helpful.

For information related to position specific Essential Duties, Knowledge and Skills and Physical requirements, click [here](#).

NOTE: The class specifications listed on this site are not the official class specifications for Gwinnett County and are subject to change.

Agency	Address	Phone	Website
Gwinnett County	75 Langley Drive Lawrenceville, Georgia, 30046	770.822.7915 770.822.8000	http://www.gwinnettcountryjobs.com



Gwinnett