Job Posting
MACOMB TOWNSHIP IS RECRUITING FOR:

Department: Clerk’s Department
Position: Elections Supervisor
Salary: $77,379.74
Union: AFSCME, Local 1917

OPEN: January 28, 2022
CLOSE: February 11, 2022 @ 4:00 P.M.

Duties:
Under direction of the Township Clerk and Deputy Clerk, this position plans, directs and coordinates the operations of the Clerk’s Office relative to the administration of all Township, County, State and Federal Elections held in Macomb Township. This position is responsible for the maintenance of all records, voter registration files, correspondence, candidate filing materials, election supplies, election equipment and all other items related to the statutory obligations of the Township Clerk. Performs other duties as required. (Not All-Inclusive)

Requirements:
• High School diploma or GED equivalent required. Bachelor degree from an accredited college or university in business, management, public administration, records management or related field of study preferred. Eight (8) years of increasingly responsible experience in the administration of public elections and use of computerized election equipment required plus previous QVF experience required.

Special Instructions:
• Only the best-qualified applicants based on training and experience will be invited to proceed in the process.
• Applicants must possess a valid Michigan driver’s license in good standing.
• Applicants will be notified approximately 2 weeks from the closing date as to the status of their application.
• Applicants must submit Cover Letter, Resume, Completed Application and any related certifications to Human Resources by 4:00 p.m. on the closing date to be given any consideration.

Apply: Resumes & Applications should be sent to:
Macomb Township
Human Resources Department - SA
54111 Broughton Road
Macomb, MI 48042
For Questions: (586) 992-0710 Ext. 2293

Equal Opportunity Employer
Macomb Township does not discriminate against persons with disabilities in employment or in the process of services. If you have a disability and may need accommodations in order to participate in the process, please contact the Human Resources Department at least two (2) working days in advance of the date needed.

Applicants: If you are interested in this position please submit a Cover Letter, Resume, Completed Application and any related certifications to the Human Resources Department within the appropriate time frame.