



Board of Election Commissioners

Bloomington, Illinois

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Bloomington Election Commission

Closing Date: August 20, 2021

Full Time- Salary Negotiable

Title: Executive Director

Category: Election Administration

Submit Resume to becvote@becvote.org

Elections in the City of Bloomington, Illinois, a community with approximately 53,000 registered voters, are administered by and under the jurisdiction of the Board of Election Commissioners in conjunction with local and state election authorities and according to State of Illinois and Federal election laws.

The ideal candidate for Executive Director must be able to uphold the mission of the Bloomington Election Commission and be able to administer fair, accessible and transparent elections. The candidate must be innovative, technology proficient and detail oriented. In addition, the ideal candidate must have the ability to clearly communicate with the Commissioners, the staff and with the State Board of Elections.

The Essential Duties of the Executive director:

- Prepare for and conduct all elections held in the City of Bloomington. Process, evaluate and report election results.
- Assist with ballot creation duties including proofreading all ballot styles, and creating and reviewing ballot orders.
- Supervise the processing and maintenance of voter records.
- Oversee candidate filing.
- Conduct inspection of and establishment of polling places.
- Maintain election warehouse inventory.
- Supervise delivery and return of election day equipment and supplies.
- Manage staff through appropriate delegation and work supervision.
- Administer office financial tasks including inputting payroll, tracking leave balances, inputting requisitions, tracking expenditures and budget reconciliation, paying invoices, overseeing inventory for equipment and supplies, and completing annual budget preparation.
- Develop, propose, and implement policies, regulations and procedures to ensure compliance with federal, state and local elections statutes and regulations.
- Work as a liaison with federal, state governments, county elections office staff members, cities, city townships, school districts, political parties, and other stakeholders to ensure elections law compliance and efficient elections.
- Monitor federal and state websites, bulletins, manuals and media releases to ensure the Bloomington Election Commission's awareness of current information and trends.
- Assist with proposing statutory changes to improve elections, with reviewing election related bills in the Illinois State Legislature.

- Represent the Bloomington Election Commission at formal and informal meetings and respond to media inquiries.
- Perform other job duties as assigned.

MINIMUM REQUIREMENTS:

- Bachelor's degree, preferably in Public Administration, Business Administration, Political Science or a closely related degree.
- Progressively more responsible administrative and/or elections experience in a local government setting, including two (2) years of management or supervisory experience.
- A combination of education or experience and training which provides the required knowledge, skills and abilities will be considered.
- Preference will be given to those with experience in administering elections and/or who are CERA certified or qualified to obtain certification.
- Must be able to reside in McLean County, Illinois.
- Must pass applicable background check.
- Must possess a valid driver's license at the time of hire.

Please submit resume and cover letter and the following questionnaire to becvote@becvote.org.

Supplemental Questionnaire.

Do not indicate "See Resume" as these are not valid answers.

Do you have experience in Election Administration?

- Yes
- No

If yes, please provide a description of your full-time Election Administration or related field experience:

Are you CERA certified or have you started CERA qualifications?

- Yes, I have completed CERA
- I have started CERA, but have not completed training.
- No

Do you have a Bachelor's Degree or postgraduate degree?

- Yes, in what field? _____
- No

Do you have supervisory experience?

- Yes
- No

Please describe:

Do you have experience working with computer programs, to include spreadsheets, website development, and data entry?

- Yes
- No

Please list programs you are proficient in: