KENT COUNTY invites applications for the position of:

**Elections Director**

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**SALARY:** $75,504.00 - $85,872.00 Annually  
**JOB TYPE:** Full-time  
**OPENING DATE:** 02/24/23  
**CLOSING DATE:** 03/10/23 11:59 PM

**JOB RESPONSIBILITIES:**

The ideal candidate will be able to successfully manage the statutory duties required of the County Clerk in administering federal, state, local municipal, and school elections. Directs Election Division staff in implementing processes for all pre-election (candidate filing and certification; election programming; ballot printing), post-election activities (reporting election results; canvassing; recounting; auditing), and monitoring campaign finance compliance.

The Elections Director also provides direct supervision for subordinate Election Division staff members in accordance with established County policies and procedures and with all applicable statutes and regulations governing the employment relationship to accomplish the following:

- Receive candidate filings, maintain election database, and ballots to conform to Michigan ballot production statutes and standards.
- Negotiate, order, and distribute election supplies for all municipalities.
- Prepare and publish statutory election notices.
- Maintain campaign finance database to insure candidates’ compliancy. Review campaign finance filings, issue error & omission notices and required fines.
- Develop and prepare training materials to conduct precinct inspector training and performs training to comply with Michigan’s election statutes.
- Develop, implement, review, and revise policies and procedures to ensure compliance with frequently changing state and federal statutes, rules, regulations, and administrative requirements governing election processes and data retention.
- Coordinate election processes with clerks of local units of government within the County and the Michigan Bureau of Elections.
- Manage receipt, information verification, and distribution of voter registration applications.
- Coordinate activities required of the County Election Commission, County Election Coordinating Committee, and County Board of Canvassers.
- Maintain county elections technologies to ensure the accuracy and integrity of voting process.
- Collect, compile, and analyze election data and statistics.

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**CONTACTS OF THE ELECTION DIVISION:**
Elected officials, clerks of local units of government, neighboring and other county peers and counterparts, and state and local agencies to respond to requests for information and assistance.

Local units of government, school districts, community colleges, intermediate school districts, library districts and transit authorities to coordinate local election processes and properly certify local election results.

State elections officials.

State and local political party officials.

Election management and technology, and printing vendors.

County Fiscal, Purchasing, and Facilities Departments to obtain supplies, manage division finances, and the storage of records and technology. Human Resources to ensure the compliance of departmental personnel actions with established County policy and procedure and collective bargaining agreements.

Members of the public to provide information and assistance, respond to complaints and concerns, and to provide voter education.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Administration, Business Administration, Management or related field and four years' progressively responsible and demonstrably successful experience in public administration is required. Equivalent combination of education and experience may be considered.

Excellent communication skills, both oral and written, and the ability to interact positively and professionally with elected officials, State elections officials, State and local political party officials, department directors, managers, administrators and members of the general public to provide information and assistance, respond to complaints and concerns, and to provide voter education.

ADDITIONAL INFORMATION:

Kent County...where diversity and inclusion matter
Kent County is an Equal Opportunity Employer
APPLICATIONS MAY BE FILED ONLINE AT:
http://agency.governmentjobs.com/kentcountymi/default.cfm

300 Monroe Ave. NW
Grand Rapids, MI 49503
616-632-7440
1-800-386-4484

jobs@kentcountymi.gov

Elections Director Supplemental Questionnaire
1. Please briefly describe your minimum of 4 years' progressively responsible experience in public administration.

* Required Question