

# Durham County Government



## *Job Announcement:*

### DIRECTOR OF ELECTIONS



Annual Salary: \$83,905 - \$163,615      Deadline to Apply: March 17, 2017



# DCo at a glance.....

Durham County is consistently ranked as one of the top places in the nation to live and do business. With a growing population, thriving business community and increasing popularity as a creative and unique destination, DCo (pronounced dee-co) is an up and coming county in the country.

Our natural resources, rich history and close proximity to mountains and the coast, make our county a desirable place to call home. And DCo provides a range of services to all those who live here.



## Director of Elections Job Description

**Position:** The Director of Elections performs complex technical, supervisory and administrative work directing the registration, voting and election activities for Durham County. The Director of Elections is appointed by the Durham County Board of Elections and approved by the State Board. As the agency director, this position exercises supervision over office staff and precinct election officials. During election periods, this position will make arrangements for setting up voting stations in the precincts, supervise the preparation of voting lists by precincts, posts and publishes notices in accordance with regulations, supervise the printing of election ballots according to instructions of the State Board of Elections and make arrangements for adequate facilities and equipment at polling places. The director supervises budget activities and may maintain direct involvement in conflict/complaint resolution, staffing and personnel issues and serves as the principle spokesperson for disseminating information to the news media, political parties, candidates and general public.

### Requirements:

Any combination of education and experience equivalent to a master's degree in public or business administration or related field and five years of progressively responsible experience, including two years of supervisory experience.



# The Ideal Candidate

The County is seeking a dynamic, motivated person with ten years of progressively responsible mid-level or higher administrative experience. A creative, innovative leader with experience managing an elections agency within the county or state level is preferred.

## *The ideal candidate will possess the following skills and abilities:*

- Attentive to detail with knowledge of the specialized training of elections law and administration;
- Familiar with human resource policies and practices and equal opportunity practices;
- Familiar with budgets and public appropriation of funds;
- Able to perform duties assigned by the NC State Board of Elections and the Members of the Durham County Board of Elections;
- Able to convey or exchange information, including giving and managing assignments or directions to personnel;
- Able to establish and maintain an effective working relationship with employees, other county offices, departments and agencies;
- Able to adapt and perform in stressful or emergency situations in a professional manner;
- A dedicated public service with a commitment to professional and courteous behavior to the public, colleagues, employees, and other public officials;
- Knowledge of principles and practices of supervision and personnel management;
- A manner that is easily approachable, and an image of sincerity, confidence and honesty;
- Strategic thinking and planning skills and political astuteness;
- Skills in preparing complex and detailed written reports and procedures and skill in presenting effectively to diverse audiences.





# POSITION SNAPSHOT

Job opening: Director of Elections

Department: Board of Elections

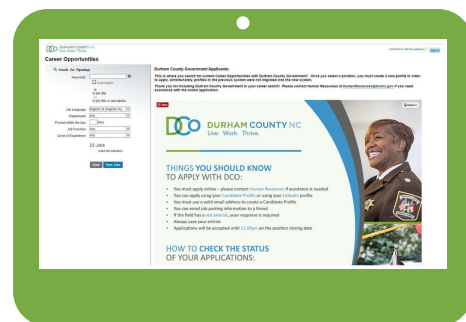
Closing date: March 17, 2017

Location: Durham, NC

Position status: Full-time; Exempt

Hiring range: \$83,905 - \$163,615

Full benefit package includes medical, dental, 401(k) employer match, sick & vacation leave, parental leave, 10 paid holidays and numerous other benefits.



## ***How to Apply:***

**To be considered for this opportunity you will need to complete an online application at:**

<http://dconc.gov/government/departments-f-z/careers-at-durham-county>