

DIRECTOR OF ELECTIONS

DEFINITION OF WORK

Employee in this class directs and manages the daily operations, programs, and services of the Cumberland County Board of Elections Office. Under administrative direction from the County and the Executive Director of the State Board of Elections, employee oversees administrative and technical staff responsible for efficient elections, voter registration, and adherence of County campaign reporting laws by elected officials, candidates, and the general public. During election cycles, employee additionally supervises part-time employees. Employee reports to the Chairman of the Cumberland County Board of Elections.

EXAMPLES OF WORK

Performs managerial work which includes the supervision of administrative and technical staff responsible for the elections information system for registering voters; establishment of voting precincts; ballot printing; One Stop Voting satellite locations, annexation petitions, and same day voter registration; official records for the Board; elections results programming, distribution and voting machines; and absentee voting. Employee directs the record keeping activities for all election records, ensuring compliance with local, State and federal regulations and policies; and assists candidates with administrative functions related to candidacy filing and campaign reporting material. Employee hires, assigns, and reviews work of elections staff, and ensures professional development and training for staff; establishes performance standards; conducts performance evaluations; and resolves disciplinary matters including dismissals. Work is evaluated through observation, discussion, and review of reports for adherence to laws, Department procedures, and proper judgment. Work involves the preparation of documents for the Board of Elections and election results. Employee attends State Board of Elections official meetings; and prepares budget proposals for approval by the Cumberland County Board of Elections, and submission to the County Commissioners. Employee performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a four-year college or university, preferably with a degree in public administration, business, public policy or a related field, and eight years of progressive professional or managerial experience in public sector programs, or work related to the area of assignment; or an Associate's degree and ten years of the above experience; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of North Carolina General Statutes and Board of Election guidelines governing elections; thorough knowledge of principles and practices of election programs and related laws, ordinances, standards, and regulations; considerable knowledge of the State Election Information Management System software; ability to direct staff, plan for and allocate resources, interpret policies and regulations; ability to direct voter registration, election voting procedures, record keeping and reporting of programs and services; and an ability to develop and maintain cooperative internal and external Departmental relationships; and an ability to represent program in written form and effectively communicate with others.

SPECIAL REQUIREMENTS

Must be certified or obtain certification as a North Carolina Elections Administrator from the State Board of Elections within three years of appointment. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employee works in an office environment.

PHYSICAL REQUIREMENTS

Must have ability to exert light physical effort in sedentary to light work.

Must be able to lift, carry, push and/or pull objects and materials of moderate weight of 5 to 10 pounds.

Must have visual perception and ability to discriminate colors.

Must be able to perceive and discriminate odors/sounds.

Must be able to perform coordinated movements and have manipulative skills in order to put together packages.