

Recruitment Announcement

Surry County is accepting applications for a **Director of Elections**. This individual is responsible for overseeing, directing and administering the Board of Elections Office. This position requires someone who can thrive in a high-stress, high-scrutiny environment. The Director of Elections performs complex technical, supervisory and administrative work directing the registration, voting and election activities for Surry County. The Director of Elections is appointed by the Surry County Board of Elections and approved by the State Board. This position exercises supervision over office staff and precinct election officials, interprets laws, regulations, policies, and procedures and makes appropriate decisions accordingly. Must have the ability to exercise tact and courtesy and to work under pressure and adapt to rapidly changing circumstances. Other duties as required and all duties must be performed in a nonpartisan manner.

SPECIFIC DUTIES MAY REQUIRE: Leading project management for the administration of federal, state, local, municipal, and special elections for Surry County; Overseeing administration, development, and maintenance of voter registration; Performing managerial duties for full time employees including performance management, training, and employee relations; Ensuring compliance with applicable election laws through appropriate certification, training, and communication for office staff; Preparing and administering the department's annual budget; Coordinates County Board of Elections meetings; prepares agenda and minutes of meeting, correspondence and reports for the Board; informs members of changes in the laws and/or procedural changes to implement; Prepares and organizes each election; trains judges and precinct officials. The Director must possess extensive knowledge of electoral procedures and policies as set forth in the NC General Statutes and will demonstrate critical thinking skills along with independent, analytical and problem-solving abilities; The Elections Director is expected to be self-directing and exercise independent judgment and discretion in a nonpartisan manner. Must be able to work evening and weekend hours, specifically during election cycles.

JOB REQUIREMENTS: Graduation from a two-year college with a degree in management, government, business or related field and a minimum of three (3) years progressively responsible experience to include time in a management or supervisory position; or an equivalent combination of education and experience. Ability to exercise tact and courtesy; Ability to work under pressure and adapt to rapidly changing circumstances; Ability to learn specialized elections computer systems; 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; Knowledge of principles and practices of supervision and personnel management.

Special Requirements: Obtain N.C. Notary Public Certification within six months of employment. Complete N.C. State Board of Elections Treasurer Training within six months of employment. Obtain N.C. Elections Administrator Certification within three years of employment.

SALARY RANGE: GRADE 75 \$50,544 - \$86,004

Applications will be taken at NC Works Career Center, 541 West Pine Street, Mount Airy, NC (336-786-4169) or Surry County Human Resources, 114 W. Atkins Street, Dobson, NC (336-401-8221) until filled.

SURRY COUNTY IS A DRUG FREE WORKPLACE / EEO EMPLOYER

Date Posted: August 7, 2019

Closing Date: Open until filled