

Please Post

April 19, 2024

NOTICE OF VACANCY

TITLE: **ELECTIONS ADMINISTRATOR**

JOB STATUS: Full Time – 40 Hours/Week

DEPARTMENT/DIVISION: Board of Elections

2024 STARTING SALARY: To Commensurate with Experience

CLOSING DATE: Until Filled

START DATE: To Be Determined

The Sussex County Board of Elections is seeking an experienced Full-Time Board of Elections Administrator. ***Candidates must have relevant elections management experience working in an elections office.*** The Chief Elections Administrator manages the Elections office while supervising a staff of five full time employees, twelve or more seasonal technicians, and several hundred poll workers. This position is on-site, reports directly to the County Elections Board, and is directly responsible for conducting all federal, state and local elections in Sussex County.

The Elections Administrator is responsible for ensuring all elections maintain a high level of professional standards in order to earn and preserve public confidence in the election process.

POSITION RESPONSIBILITIES

- Managing Elections Office and Staff
 - Prepare and manage annual budget in coordination with pertinent County Departments for approval by County Commissioners.
 - Manage 5 full time office staff, several part-time and seasonal staff, and poll workers.
 - Negotiate and manage vendor contracts.
 - Oversee the processing and maintenance of voter registration applications and data entry into the Statewide Voter Registration System.
 - Liaise with municipal clerks on polling location requirements, including confirming their compliance with ADA legislation.
 - Oversee the ordering and preparation of computer equipment, voting machines, electronic poll books, election supplies, ballot boxes, and signage as well as the preparation of various voter lists and related duties.
 - Travel as needed for election business, training, conference and other election- related matters.
- Conducting Elections
 - Organize the Sussex County Elections calendar to conduct several elections each year while adhering to all statutory guidelines.

RETURN COMPLETED APPLICATIONS AND RESUME TO:

(Standard County Application Form is located at the following address or www.sussex.nj.us)

Office of Employee Services
Sussex County Administrative Center
One Spring Street
Newton NJ 07860

Email: employeeservices@sussex.nj.us

Fax: 973.579.0355

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.

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- Remain abreast of changes in Federal and State legislation that pertains to elections and voter registration, and communicates pertinent information to the Board and subordinate personnel.
- Oversee the preparation and maintenance of voting-related computer equipment programming and all other voting equipment.
- Supervise the hiring and state-mandated yearly training of poll workers.
- Supervise early voting and vote by mail according to statutory requirements.
- Communications
 - Interact and communicate with County Clerk's office, County department and division heads, State and County election officials, and municipal clerks.
 - Communicate frequently via telephone, e-mail and in person with the general public, political party leaders and candidates, elected officials, state officials, and the media.
 - Respond to requests for documents under the Open Public Records Act.
 - Supervises the resolution of election-related complaints.

QUALIFICATIONS:

- Combination of education and experience equivalent to a Bachelor degree in Management, Government, Public Administration or relevant field plus three (3) years in a management capacity.
- Strong knowledge of computer technology with ability to learn and utilize election-related software and troubleshoot issues.
- Must have strong organizational skills and proven ability to maintain accurate, detailed records. **Must be able to work under pressure, produce accurate work and meet established deadlines.**
- Excellent customer service, interpersonal, oral, and written communication skills.
- Must be a qualified voter of the State of New Jersey.
- May not be a candidate for public office or an office of a political party, hold a public office, or hold an office of or position in a political party, pursuant to the Election Code.

KEY CONSIDERATIONS and ATTRIBUTES:

- Hours may vary and may include weekends, holidays and evenings during elections.
- Ability to move or position voting equipment; some lifting of objects approximately 25 pounds may be required.
- Effective team building skills. Supportive of the professional development of direct reports.
- Politically neutral; able to maintain politically neutral atmosphere.
- Positive attitude and calm under pressure.

ORGANIZATIONAL RELATIONSHIPS and SUPPORT:

- Reports directly to Sussex County Board of Elections Commissioners
- Guidance provided by the Board of Elections.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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