



# TYRRELL COUNTY GOVERNMENT

## Employment Opportunity

**Position Title: Elections Director**  
**Salary Range: \$31,136 - \$46,704**  
**Closing Date: 11/01/2019 by 5:00pm**

### **Job Description:**

Tyrrell County is seeking qualified applicants for the full time position of Election Director. The Director performs responsible administrative, legal, technical and mechanical work in planning, organizing and directing all aspects of the election process. Plans for various elections on an annual basis covering primaries, second primaries, municipal elections, general elections, special elections, recommends annual budget to the Board; plans for and purchases supplies as needed; identifies number of polling places required and potential location and negotiates usage as needed; insures ADA compliance. Processes voter registrations, assures each voter is placed in the correct precinct and in the correct local, state, and federal districts; oversees the preparation and revisions of geocodes for redistricting, filing of candidates for office including managing their campaign finance, as well as auditing their reports. Handles all ballot preparation for the vendors, proofs, orders and burns the coding from the vendor to the flash and M100 cards used during the election. The Director is responsible for testing the coding against a generated test script used to test the equipment during the Logic and Accuracy testing of the AutoMark (visual and hearing impaired equipment) and the M100 that read the ballots. The training of all workers for One Stop and Election Day as well as preparing the equipment and necessary materials needed at each precinct. The Board Members and the Director meet weekly during an election and are responsible for Election Night with the processing of the unofficial results with accurate reports to the State Board of Elections and to the public in a timely manner. After Election Day the Director moves to the research and processing of Provisional and timely received Absentee Ballots before the Board holds Canvass (making the unofficial local results become official). During the next days the opportunity is there for Challenges, Protests, Recounts or any other related matters before the votes are made official at Canvass on the State level.

### **Job Requirements:**

Graduation from an accredited college with an associate's degree in business or related field and several years of responsible administrative dealing with the public and technology, preferably including one year of experience with the electoral process; or an equivalent combination of education and experience. Proficiencies required or desired include experience in the public sector, and fluency in computer skills such as Microsoft Excel and Word.

### **Hours of Work:**

Monday through Friday, Work week hours to be determined.

### **Application Process:**

All applicants must complete an application for employment form and submit it to Tyrrell County Government, c/o Terry Somers, PO Box 449, Columbia NC 27925 by the closing date and time. The application is located on the County's website at [www.tyrrellcounty.org](http://www.tyrrellcounty.org) or may be obtained by contacting the County Finance Office at 252.796.1371, or 108 South Water Street. Tyrrell County Government is an Equal Opportunity Employer.