

BOARD OF COMMISSIONERS
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COUNTY MANAGER
Jaime Laughter
828-884-3100
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101 South Broad Street
Brevard, NC 28712

February 1, 2019

POSITION VACANCY ANNOUNCEMENT

CLASSIFICATION: Deputy Director of Voting Systems

GRADE: 16

SALARY: 42,262 – 52,827

DEPARTMENT: Board of Elections

DUTIES AND RESPONSIBILITIES: Performs specialized technical work supporting election-specific systems related to voting equipment, elections software and hardware, and other computer needs for the elections process including voting tabulation and website updates. Assists in planning, managing, and conducting federal, state, county, municipal, and special elections. Work involves managing the technology and information systems by serving as the primary contact between State Board of Elections' voting systems personnel, and voting systems vendor representatives. Work also includes installing hardware and software, managing system upgrades, and maintaining the various systems to ensure that the department keeps current with all regulations and current with all state of the art technology that relates to the election process. Responsibilities include management of voting equipment including inventory, preparation of voting equipment and systems for elections, and general maintenance or oversight of maintenance; administration of polling location computerized poll books, and voting tabulation software. Trains and supervises small technical work group. Assists with administration of voter registration and other election processes. Assists with polling place management and accessibility. Work is performed in accordance with federal, state, and county election laws, policies and procedures. Reports to the Director of Elections.

SKILLS AND QUALIFICATIONS: Minimum of Associates degree with major course work in Computer Science or related field. Two or more years of information systems experience in the area of elections administration; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Ability to obtain and maintain NC Notary Public Certification and state Elections Certification.

DEADLINE: Open Until Filled; February 20, 2019

APPLY: Submit resume with cover letter to Jeff Storey, Director, Transylvania County Board of Elections, 150 S. Gaston Street, PO Box 868, Brevard, NC 28712.