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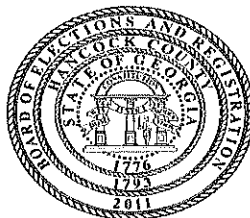
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MEMBER

Greg Avrett
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CHIEF DEPUTY REGISTRAR

Hancock County Board of Elections and Registration



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Job Vacancy Announcement

Elections Supervisor, Hancock County Board of Elections and Registration

JOB SUMMARY

The purpose of this full-time position is to prepare and manage county elections, election and registration activities, and general office administration.

Minimum Qualifications to Apply:

- Bachelor's Degree in public administration, political science, business management, organizational development, or a related field;
- Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed under **Essential Functions**.
- Must be a U.S. Citizen
- Must hold a valid Driver's License
- Ideal candidate must have good oral and written communication skills, proficient in using various office and election equipment and/or software, and general computer software/programs applicable to the position.
- Must complete (within maximum of 60 days) and maintain required state election certification.

*** An official, accredited college transcript may be required, at time of employment, for all degrees/course work used to qualify for this position.*

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

EXAMINATION:

The examination will consist of an evaluation of education and experience, accomplished by analysis of the application. Application must document that the applicant possesses the minimum knowledge, skills, education and/or experience as listed to be rated as qualified

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervise, direct, and evaluate assigned staff: make hiring or termination recommendations; establish workloads and prioritize work assignments; approve/process employee concerns and problems and counsels or disciplines as appropriate; coordinate approval of leave/vacation requests; complete employee performance evaluations; develop, interpret, train staff in, and enforce operations, policies, and procedures.

Oversee and manage registration, absentee, elections and administrative functions of the department; provide oversight of logistical operations of elections to include equipment deployment, early voting activities and poll

worker training and assignment; ensure standard operating procedures are routinely reviewed, updated and maintained; participate in the development and maintenance of the department's contingency plans for operations; implement and manage the department's cross training program and production of position desk procedures.

Maintain a current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to registration and elections processes; maintain an awareness of new trends and advances in the profession; and attend workshops and training sessions.

RESUMES MAY BE SUBMITTED TO:

Hancock County Human Resources
c/o County Clerk Borderick Foster
12630 Broad Street
Sparta, GA 31087
(p) 706-444-5746

**HANCOCK COUNTY BOARD OF ELECTIONS AND
REGISTRATION IS AN EQUAL OPPORTUNITY
EMPLOYER
AND DRUG FREE WORKPLACE**