

## **ELECTIONS DIRECTOR**

Montgomery County, Maryland (Gaithersburg, MD)

Salary range – \$170,000 to \$191,726

**CLOSING DATE:** For full consideration, apply by September 1, 2022. Applications submitted after September 1, 2022, will be considered.

**START DATE:** January 2023 unless the successful applicant wishes to start earlier.

The Board of Elections for Montgomery County is seeking an innovative leader with demonstrated management experience and political acumen. It is crucial that the Election Director have excellent interpersonal skills and the ability to work effectively with a large and diverse community and employee population and a complex hierarchy. The Elections Director, will plan, coordinate and direct staff activities in all functions related to the conduct of voter registration and election administration. This is a senior-level management position with management responsibility for planning, developing, implementing, and evaluating policies and programs related to the electoral process, including the allocation of major financial and technical resources necessary to conduct election activities. The Elections Director reports to the County Board of Elections, which operates under the overall supervision of the State Board of Elections. In addition, as a merit system County employee under state law, the Elections Director also reports to the County's Chief Administrative Officer for operational purposes. Candidates should anticipate extended work hours and be able to manage staff and schedules in an occasionally stressful environment.

**MINIMUM QUALIFICATIONS:** Seven (7) years of professional-level experience in organizational management or public administration, four (4) years of which were in a supervisory or executive capacity and a Master's degree or an equivalent amount of experience.

Individuals meeting the minimum qualifications will be assessed by the Board to determine the extent and relevancy of their training and experience in the following areas:

- Demonstrated knowledge of, and experience applying and interpreting Federal and State election laws, regulations and statutes, and knowledge of election systems design and administration.
- Demonstrated knowledge regarding the Board of Elections' legal obligations to comply with section 203 of the Voting Rights Act.

- Demonstrated experience, skill, and ability to manage an elections department, set priorities, anticipate problems, develop contingency plans, and monitor achievement of broad program goals.
  - Demonstrated experience in the preparation of organizational budgets, development and application of financial controls, human resource management, contract management and administration
  - Demonstrated experience and ability to communicate clearly and effectively with Board members, staff, citizens, political organizations, civil groups and elected officials and before local and State elected officials, including legislative bodies.
  - Demonstrated experience and ability to work effectively with a multi-member Board with a wide variety of opinions, personalities, and work styles.
  - Demonstrated experience representing a board or commission on policy matters and controversial issues and serving as a spokesperson.
  - Demonstrated experience planning, organizing, coordinating, and directing election and voter registration programs and activities.
  - Knowledge of electronic, computer automated and paper-based voter systems.
- Demonstrated knowledge and experience with canvassing vote by mail and provisional ballots.

The Board would prefer (not required) that the top selected candidate have the *Election Center's Certified Elections Registration Administrator Certificate*. **The successful candidate must be a registered voter of the State of Maryland during the individual's tenure in this position.** The Elections Director may not participate in any partisan political activity.

**SELECTION PROCESS:** Candidates for this position must submit a cover letter, resume, two writing samples (preferably on a subject relating to elections) and names and contact information for at least three professional references. Please send all documents to [Debra.Marshall@montgomerycountymd.gov](mailto:Debra.Marshall@montgomerycountymd.gov) with the subject line: Elections Director. Applications will be reviewed for minimum qualifications and provided to the Board of Elections.

Highly qualified candidates will be interviewed by members of the Board of Elections.

**The Montgomery County Board of Elections is an equal opportunity employer and does not discriminate based on race, color, religious creed, ancestry, national origin, age, sex, marital status, disability, genetic status, presence of children, family responsibilities, political affiliation, source of income, sexual orientation, or gender identity.**