



Lincoln County Board of Elections & Voter Registration

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Virginia Williams, Director
Kelvin Williams, Coordinator

Howie Gunby, Chairman
Nancy Inglett, Secretary
Gregory Zellars
John Bennett

Job Title: Director of Elections & Registration
Department: Elections
Reports To: Board of Elections
Classification: Administration (Exempt)
Closing Date: July 3, 2007

General Description

This position would direct and oversee the operations of the Voter Registration and Elections Office as well as plan, organize, and implement programs and projects associated in administration of Federal, State, and local elections. Work includes preparing verbal, written, and visual presentation for the purpose of information assimilations, training, and public promulgation: managing all aspects of election preparation with regard to equipment and supporting software: ensuring compliance of all legal issues with regards to voting. Experience in Elections & Voter Registration Administration is required to be considered

Minimum Qualifications (required)

Education/Training

- Bachelor's Degree in Business/Public Administration or Political Science, supplemented by three (3) to (5) five years in administration of an elections office, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.
- State of Georgia Certification as an Elections/Registration Administrator and Georgia Elections Officer
- Extensive knowledge of electoral procedures and policies as set forth in the General Statutes and regulations of State Board of Elections
- Knowledge of GIS and mapping skills
- State of Georgia Notary Public certification
- Valid Driver's License

Computer Skills

- Windows XP Professional / Windows 2000 Server
- MS Office (Word, Excel, PowerPoint, Access, Front Page, Outlook)
- Assure ID Connect
- Lotus Suite
- Georgia Online Remote Access Systems (GO System)
- Knowledge of networking/troubleshooting
- Adobe Acrobat Writer
- GEMS (Global Elections Management Systems)
- Document Direct
- J-Results Client (java)
- Document Imaging system

Additional Requirements

- Requires overtime during election cycles
- Valid Driver's License
- Occasional travel for training