

Director of Elections
Montgomery County, Alabama
\$62,126 annually

The Director of Elections manages and oversees all operations involved in the election process of Montgomery County. This includes Montgomery County primary, primary-run off, general and other required elections such as municipal, county, state, federal and special elections. The essential functions include supervising two or more full-time employees; supervising the financial management of the Elections Center; managing the overall elections process for the county; preparing for elections; monitoring activities prior to, in preparation for and during Election Day; coordinating post-elections activities; serving as liaison with county, state, federal, and private sector groups; serving as the Absentee Elections Manager, preparing and providing voter education, and performing various activities and projects as directed by the Probate Judge. Qualified applicants will possess a master's of public administration and four years of experience administering and conducting public elections or related political/legal activities. A doctorate of jurisprudence can substitute for two years of the experience administering and conducting public elections or the related political/legal activities experience. For more information and to apply, please visit www.montgomerypersonnel.com. Applications are being accepted until needs are met.