



EXECUTIVE DIRECTOR, VOTER REGISTRATION & ELECTIONS

WHO WE ARE

Clarendon County Voter Registration & Elections is an integral part of Clarendon County government. We work closely with the SC State Election Commission and Clarendon County to ensure every eligible citizen has the opportunity to register to vote and participate in fair and impartial elections with the assurance that every vote will count! ***Come work with us where...Every vote matters. Every vote counts.***

THE MISSION

The **Executive Director** is expected to:

- Manage, plan, and direct the activities of the Department of Voter Registration and Elections Department.
- Administer and provide secure, efficient, and effective voter and election services.
- Coordinate election activities with the Board of Voter Registration and Elections, the State Election Commission, and local entities.
- Schedule and direct all elections held in Clarendon County.

A SNAPSHOT OF EXCITING THINGS YOU WILL DO:

- Manage the operation of the Voter Registration and Elections Department ensuring compliance with all applicable laws, regulations, and policies and procedures.
- Direct and supervise the duties of administrative staff and volunteers.
- Coordinate election activities with the Board of Voter Registration and Elections, the State Election Commission, and local entities.
- Plan and coordinate all voter registration procedures and sites in accordance with state law.
- Provide information to the news media, public officials and the public regarding registration and election procedures and results.
- Develop and administer the department budget to ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Provide administrative support to the Board of Voter Registration and Elections, as well as coordinate, attend, and participate in Board meetings.
- Stay updated of all laws and regulations affecting public elections and registration procedures.
- Prepares certified reports reflecting registration totals, voter registration statistics, party enrollment, official vote totals for public offices, and forwards to appropriate state, county, or other agencies.

HOW YOU CAN MAKE A DIFFERENCE

- **Integrity** — Honest and ethical in all matters.
- **Independence** — Developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- **Self-Control** — Maintain composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.



- **Relationships with Others:** Shares knowledge with managers, supervisors, and co-workers for mutual benefit.
- **Attention to Detail** — Being careful about detail and thorough in completing work tasks.

WHAT YOU WILL BRING TO THE TABLE:

- Bachelor's degree in public administration, business or a related field is required.
- 3+ years of general administrative experience and/or an equivalent combination of education, certifications, training, and experience that provides the required knowledge, skills, and abilities.
- Must possess State Election Commission Certification or obtain one within twelve months of becoming employed as Executive Director.
- Must possess a valid state driver's license.
- Must be able to lift up to 10 pounds, at times, and have the ability to operate a variety of office machinery and equipment including computers, typewriters, calculators, adding machines, copiers, fax machines, etc..

Job Type: Full-time

Clarendon County considers qualified applicants for employment without regard to sex, race, color, religion, ethnic or national origin, gender, sexual orientation, gender identity or expression, age, pregnancy, leave status, disability, veteran status, genetic information and/or any other characteristic or status protected by national, federal, state, or local law. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job.

CLARENDON COUNTY IS PROUD TO BE AN EQUAL OPPORTUNITY (EOE) AFFIRMATIVE ACTION (AA) EMPLOYER.

Please contact us at: Human Resource – Clarendon County Administration (clarendoncountygov.org) or call **803.435.9654.**

Applications can be downloaded here: Clarendon County Employment Application