

Election / Voter Registration Manager

We are currently seeking an experienced **Election/Voter Registration Manager** to join our team in our **Morgantown, WV 26505** location.

Who We Are:

Office of the Monongalia County Clerk - Monongalia County is a county in the U.S. state of West Virginia. As of the 2010 census, the population was 96,189, making it West Virginia's third-most populous county. Its county seat is at Morgantown. The county was founded in 1776. Monongalia County is included in the Morgantown, WV Metropolitan Statistical Area, and is the largest county in North-Central West Virginia. The county currently has over 68,000 registered voters. **To learn more about us, please visit us at www.monongaliacountyclerk.com**

About the Role:

This position is responsible for maintaining complex administrative work in directing, implementing, supervising, planning, organizing, and evaluating the activities and operations of the Elections/Voter Registration Department. Serves as the lead to perform all tasks necessary to conduct elections as set forth by the State Election Code and the County Clerk. This is a full-time, non-exempt position. Normal office hours are Monday from 9:00 a.m. to 7:00 p.m. EST and Tuesday-Friday 9:00 a.m. to 5:00 p.m. EST.

What you'll do:

Core duties and responsibilities include the following. Other duties may be assigned

Manage department day to day operations and coordinate staffing schedules and production.

- Manage and perform data entry of voter registration information for DMV, OVR and paper registrations and issues voter registration cards.
- Process department correspondence and inquiries daily by postal mail, telephone, email or in person.
- Manage and coordinate the Absentee Ballot by mail process.
- Maintain the election cycle calendar to ensure compliance with all deadlines, assignments, and activities related to all county and statewide elections.
- Assist with candidate filing and campaign finance reporting.
- Verify petition signatures.
- Manage use of precinct locations for each election.
- Recruit and train all election officials (poll workers) for each precinct every election.
- Manage and coordinate the election equipment preparation for deployment at early voting and on Election Day including public testing.
- Manage and coordinate the precinct kits and supplies for deployment with the voting equipment at early voting and on Election Day.
- Manage and coordinate the proofing and auditing of the ballot layout, ballot districts and precinct assignments for publication and use on the voting equipment.
- Manage all early voting locations including staff training, security procedures, inventory assignment, opening and closing of processes and customer service.
- Is responsible for developing and maintaining election policies and procedures and other training materials to ensure compliance with all laws and rules.
- Performs all elections operational functions as requested, including equipment testing and maintenance, ballot processing, and advanced tasks such as administration of software and databases.
- Recommends and prioritizes improvements to support future growth, changing service level needs, and equipment replacements.
- Assists with voter outreach and maintains elections and voter registration information on the County Clerk's web page.
- Manage and coordinate canvassing procedures.
- Manage and coordinate all election equipment delivery to early voting sites and precinct locations
- Work with GIS and mapping software to maintain precinct boundaries and manage the redistricting process.
- Manage the data entry into the Statewide Voter Registration System to maintain streets and addresses and to coordinate and upload voter history.
- Manage and coordinate the NCOA and ERIC processes.
- Maintain statistics for voter history and registration.
- Maintain Election Center/warehouse in safe, clean and organized manner.

Our Perfect Candidate

Education and Experience:

- Bachelor's Degree in Political Science, Communication, Public Administration, Organizational Manager or related field
- Master's Degree ***is preferred***
- 5+ years of relevant work experience in Municipal and/or Local Government
- Must have an interest in the Election process and be able to handle high pressure, stressful situations
- Must have reliable transportation
- Prior management experience in politically complex situations

Required Abilities and Skills:

- Highly organized with an ability to write, data enter and proofread with a high level of accuracy
- Time management skills to prioritize and meet deadlines
- Ability to foster change, spark innovation and implement strategies
- Demonstrated ability to anticipate and solve practical problems
- Expertise in analysis, critical decision making, and process improvement
- Flexibility to lead in a changing environment
- Strong interpersonal, verbal, and written communication skills
- Comfortable with computer technology
- Ethical conduct
- Detail oriented
- Must be able to lift at least 40 pounds
- Ability to work overtime when needed both during the week and on weekends
- Proficiency in Microsoft Office Applications including Excel, PowerPoint, and Word

Company Offers:

- Competitive salary will commensurate with experience and education
- Comprehensive benefits package available: health insurance, vision/dental insurance, defined benefit retirement and paid parking

To Apply:

Please submit your cover letter, and resume to:

**Monongalia County Clerk's Office
243 High St. Rm 123
Morgantown, WV 26505**

We are an Equal Opportunity Employer!

Application and Background Screening will be required

Keywords: Elections, Voter Registration, Municipal and/or Local Government, NCOA and ERIC processes, Statewide Voter Registration System, State Election Code, County Clerk, Election Day, Absentee Ballot