



JOB ANNOUNCEMENT

The St. Louis County Board of Election Commissioners (Election Board) seeks a highly qualified and motivated individual to fill the role of Democratic Deputy Director. The Election Board is the largest election authority in Missouri with nearly 750,000 registered voters and has a reputation for innovation. The Deputy Director plays an integral role in not only leading the organization but also planning strategically for the organization's future. This key position will work under the supervision of the Democratic Director and work closely with the Republican Director and Deputy Director while also supervising a number of important functions within the Election Board. The ideal candidate must have a passion for efficient and competent public administration, knowledge of election administration, and a commitment to working in a bipartisan manner with all employees and the public.

The salary range for this position is \$100,000-\$120,000 annually and comes with a comprehensive package of fringe benefits. Candidates for this position must affiliate politically as a Democrat and be willing to relocate and register to vote in St. Louis County within six months of hire. A detailed job description and list of minimum qualifications can be found on the next page. All letters of interest and resumes must be submitted to Eric Fey, Democratic Director of Elections, by 4:30 p.m. on Monday, December 16, 2024. Letters and resumes should be emailed to efey@stlouiscountymo.gov.



JOB DESCRIPTION

DEFINITION:

An employee in this job class assists the Directors of Elections by managing and directing a sizable staff by providing leadership and development skills to maintain an accurate and effective election process. Work involves responsibility for long-range planning and organizing of a variety of election-related functions and departments under pressure of deadlines, involves a high degree of accountability for accuracy, and affects the integrity of the election process. Work is reviewed through periodic conferences for conformance with established policies and procedures, compliance with election laws, and for results achieved.

EXAMPLE OF DUTIES:

- Plan, develop, and coordinate activities assigned to all operational units by assisting department managers and supervisors in the establishment of work schedules, priorities, resolution of problems, and the accomplishment of their department's responsibilities
- Set goals, timelines and delegate responsibilities for daily activities
- Administer, direct, and supervise staff through interpretation of work rules, determination of progressive disciplinary action, and establishment and enforcement of the performance appraisal process
- Plan, formulate, and direct staff engaged in the recruiting, assigning, training, and payment of thousands of election workers
- Act as Director of Elections for same political party in the absence of the Director
- Review and/or summarize pending election legislation and fiscal notes
- Oversee the election audit process by reconciling the ballots issued with the ballots cast to ensure accuracy in the Final Election Results
- Oversee the Provisional Ballot process and the Write-In Candidate process
- Provide testimony regarding voter irregularities, election contests, and other related issues
- Assist the Directors in planning for overtime and temporary help by conferring with department Assistant Directors to determine various staffing needs
- Write, update, and implement policies and programs under the direction of the Directors
- Responsible for all department goal attainment and effectiveness of programs and policies
- Approve Assistant Directors and Managers time off; Review all performance appraisals; administer counseling statements and progressive discipline
- Review and recommend annual budgets for all departments
- Member of several organizations; Participate in the Association of County Clerks and Election Authorities by attending and hosting conferences and meetings to discuss best practices and election process improvements
- Out-of-town travel is required
- Perform related work as required or assigned



KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of Federal and State laws, Election Board policies, procedures and deadlines relating to elections
- Comprehensive knowledge of the principles and practices of modern office management
- Skill in planning, organizing, coordinating, and supervising a large staff of technical and clerical personnel
- Skill in operating a personal computer using Microsoft Word, Excel, and PowerPoint
- Skill in organizing detailed accurate work in a variety of areas to meet specific deadlines
- Exceptional proofreading, organizational, and time management skills
- Attention to detail and ability to multitask
- Ability to express ideas clearly and concisely orally; possess sound business writing skills
- Ability to gather and interpret information from various sources to produce timely and accurate reports
- Ability to maintain absolute confidentiality
- Ability to establish and maintain effective working relationships with administrative personnel, co-workers, and the general public

TRAINING AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, or a related field; three years of experience managing a large organization or any equivalent combination of training and experience.