Delaware Department of Elections
Job Posting

County Director (New Castle County)
Current Salary (FY 21) - $80,461

On behalf of the State Board of Elections, the Department of Elections is currently accepting resumes from individuals interested in serving as County Director for New Castle County. Pursuant to the State Election Code, Title 15 of the Delaware Code, the State Board of Elections shall appoint the County Director of each county.

The County Director (New Castle County) is a non-merit, exempt position created under the State Election Code, with the following statutory requirements:

- Must be a member of the same political party as the State Election Commissioner (currently the Democratic Party). 15 Del.C.§ 211(a)(1)
- Is appointed by, and serves at the pleasure of, the State Board of Elections. 15 Del.C. § 211(a)(1)
- Assist the Department of Elections in carrying out its duties and responsibilities in the county for which the County Director is appointed and, subject to the policies and directives of the Board, shall see to it that the work of the Department in such county is performed in a proper and nonpartisan manner. 15 Del.C. § 211(a)(1)
- Be a citizen of the United States and a qualified elector (registered voter) of the county (here New Castle County) in which he or she serves. 15 Del.C. § 211(d)

The primary job responsibilities of the County Director (New Castle County) are as follows:

- In conjunction with (and with the assistance of) the New Castle County Deputy Director, direct operations of the Department of Elections office serving New Castle County with responsibility for more than 400,000 registered voters.
- Oversees preparation and conduct of Primary, General, Special, School Referendum, and School Board member elections and other elections supported by the Department of Elections (union, outreach, etc.).
- Supervise 13 full-time merit staff (and up to 50 temporary staff during election periods).
- Work with State Election Commissioner on legislative activities and policy development.
- Devise and implement quality control and processing enhancements/streamlining initiatives.
- Manage and enhance community outreach initiatives and presence of Department
- Represent the Department and State on national task groups and committees.

Interested applicants may submit a current resume and cover letter to State Election Commissioner Anthony Albence at: anthony.albence@delaware.gov, or may hand-deliver same to the Department of Elections, c/o State Election Commissioner Anthony Albence, 905 S. Governors Ave; Ste. 170, Dover, DE 19904, no later than 4:30PM on Friday, 8/16/2019. No submissions will be accepted after this deadline.

Delaware is an Equal Opportunity Employer