

**Delaware Department of Elections Job Posting**  
**Deputy County Director (Kent County),**  
**Current Salary (FY 2020) - \$78,892**  
**Posting Closing Date – March 25, 2020**

On behalf of the State Board of Elections, the Department of Elections is currently accepting resumes from individuals interested in serving as Deputy County Director for Kent County. The successful candidate will fill the vacancy created by the retirement of the current Deputy County Director. Pursuant to the State Election Code, Title 15 of the Delaware Code, the members of the State Board of Elections of the party opposite the State Election Commissioner shall appoint each Deputy County Director.

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

- Must be a member of the Republican party, which is the opposite political party as the State Election Commissioner. 15 *Del.C.* § 211(a)(2).
- Is appointed by, and serves at the pleasure of, the members of State Board of Elections of the opposite political party as the State Election Commissioner. 15 *Del.C.* § 211(a)(2).
- Assist the County Director in carrying out its duties and responsibilities in the county for which the Deputy 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(b)(1).
- Be a citizen of the United States and a qualified elector of the Kent County in which he or she serves. 15 *Del.C.* § 211(d).

The primary job responsibilities of the Deputy County Director (Kent County) are as follows:

- In conjunction with (and with the assistance of) the County Director (Kent County), oversee and direct operations of the Department of Elections' Kent County office, which has responsibility for more than 125,000 registered voters.
- Oversee preparation and conduct of Primary, General, Special, School Referendum, and School Board member elections and other elections supported by the Department of Elections (municipal, union, outreach, etc.).
- Supervise 6 full-time merit staff (and up to 25 temporary staff during election periods).
- Work with County Director and State Election Commissioner on legislative activities and policy development.
- Development and implement quality control and processing enhancements, as well as streamlining initiatives.
- Manage and enhance community outreach initiatives and presence of Department.
- Represent the Department and State on national task groups and committees.
- Attend professional development conferences and seminars.

This position is a pension-creditable, non-Merit position. Please visit <https://dhr.delaware.gov/benefits> for information regarding benefits associated with this position.

**Interested applicants may submit a current resume and cover letter to State Election Commissioner Anthony Albence at: [anthony.albence@delaware.gov](mailto: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 March 25, 2020, as noted above. No submissions will be accepted after this deadline.**

**Delaware is an Equal Opportunity and Affirmative Action Employer**