Delaware Department of Elections Job Posting
Deputy County Director (New Castle County)

Current Salary (FY 21) - $78,892

Posting Closing Date – December 18, 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 New Castle County. Pursuant to the State Election Code, Title 15 of the Delaware Code, the members of the State Board of Elections of the opposite political party of the State Election Commissioner shall nominate and appoint the Deputy County Director of each county.

The Deputy 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 opposite political party of the State Election Commissioner (currently the Democratic Party). 15 Del. C. § 211(a)(2).
- Is appointed by, and serves at the pleasure of, the members of the State Board of Elections of the opposite political party of the State Election Commissioner. 15 Del. C. § 211(a)(2).
- Assist the Department of Elections 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) and (c).
- Be a citizen of the United States and a qualified elector of the county (here New Castle County) in which he or she serves. 15 Del. C. § 211(d).

The primary job responsibilities of the Deputy County Director (New Castle County) are to assist the County Director with the following:

- In conjunction with the New Castle County Director, oversee and direct operations of the Department of Elections’ New Castle County office, which as responsibility for approximately 425,000 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.
- 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 located in the Carvel State Building, 820 N. French Street, Wilmington, Delaware, and includes State health benefits, as well as participation in the State’s pension program.

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 Avenue, Ste. 170, Dover, DE 19904, no later than 4:30PM on December 18, 2020 as noted above. No submissions will be accepted after this deadline.

Delaware is an Equal Opportunity Employer