

*****THIS POSITION IS BEING REPOSTED****

Delaware Department of Elections

Job Posting

Deputy County Director (Sussex County)

Primary Office Location: 119 N. Race St; Georgetown, DE 19947

Current Salary (FY 22) - \$79,392

Posting Closing Date – November 29, 2021

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 Sussex County.

The Deputy County Director (Sussex County) is a non-merit, exempt position covered by the State Employee Pension Plan and created under the State Election Code, with the following statutory requirements:

- Must be appointed by, and serves at the pleasure of, the Republican members of the State Board of Elections (i.e., the members of the opposite political party of the State Election Commissioner). 15 Del.C. § 211(a)(2).
- Assists 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(a)(1).
- Must be a citizen of the United States and a qualified elector of the county (here Sussex County) in which he or she serves. 15 Del.C. § 211(d).

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

- In conjunction with the Sussex County Director, oversee and direct operations of the Department of Elections' Sussex County office, which has responsibility for approximately 188,000 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 (union, outreach, etc.).
- Supervise 7 full-time merit staff (and up to 50 temporary staff during election periods).
- Work with State Election Commissioner on legislative activities and policy development.
- Develop and implement quality control and processing enhancements, as well as streamlining initiatives.
- Manage and enhance community outreach initiatives and presence of the Department.
- Cooperate and collaborate with other County Directors and Deputy Directors as needed to ensure the Department's policies and practices are implemented uniformly and efficiently.
- Represent the Department and State on national task groups and committees.
- Attend professional development conferences and seminars.

As a condition of employment, all employees must certify that they are fully COVID-19 vaccinated; or be required to test for COVID-19 on a weekly basis; or request an exemption from the COVID-19 vaccination(s) due to qualified ADA or sincerely held religious beliefs or practices. New Hires must complete the certification or request during their initial week of employment. This will be in effect until further notice.

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 November 29, 2021, as noted above. No submissions will be accepted after this deadline.

Delaware is an Equal Opportunity Employer