

# Lake County Job Opening

The Lake County Elections Department is accepting applications for:

## **Elections Administrator**

**QUALIFICATIONS:** Must possess a Bachelor's degree, OR 5 years of experience in a management position involving public contact, preferably in an elections office, OR an equivalent combination of education and related experience; and possess at least two (2) years related experience in general office procedures and direct contact with the general public and basic level computer literacy. Must be a qualified voter of the State of Montana and possess a valid Montana driver's license or the ability to obtain one within six months.

**DUTIES:** Manage and supervise the voter registration system in Lake County; and organize and conduct elections to comply with state election laws and statutes. Communicate in person, by telephone, and in writing with state and local officials, candidates, news media representatives, voters and the general public on matters concerning department responsibilities; Conduct extensive research of local, state and federal laws to develop an annual elections calendar; Hire and manage departmental personnel; evaluate job performance; Work with media organizations in the county to provide elections information as requested; Work closely with Secretary of State's office as well as other federal, state and local officials and administrative personnel; and Ensure that election regulations are adhered to.

**HOURS/DAYS:** 8 a.m. to 5 p.m./M-F; some evenings and weekends during election season.

**WAGE:** \$16 - \$17/hourly DOE

**BENEFITS:** Benefits available.

Applications are available online at [www.lakemt.gov](http://www.lakemt.gov), Lake County Job Service or the Lake County Human Resources office. Applications must be turned into **Lake County Job Service** or to **Lake County Human Resources** by 5:00 p.m. Friday August 5, 2016.

Lake County is an Equal Opportunity Employer.