

ISSUED: 4-28-14

CLOSES: 5-9-14

Position: **SUPERVIR OF ELECTIONS**
OFFICE MANAGER

Salary Range: \$35,000 - \$40,000 Annually; depending on qualifications

Location: 240 South Military Trail, WPB

Hours: 8:30 A.M. to 5:00 P.M., Monday - Friday; will be required to work overtime during election cycles, including evenings and weekends.

Other: Must be a registered voter and have a valid Florida Driver's License
THIS IS AN AT-WILL POSITION.

Supervises the election specialists and monitors their daily activities. Plans, assigns and reviews the work; provides training in election laws, office policies and processes. Writes performance evaluations; recommends disciplinary actions and handles employee complaints and grievances. Determines work procedures, prepares and administers work schedules and expedites work flow. Assigns duties and examines work for exactness, neatness and conformance to policies and procedures; performs non-supervisory duties in maintaining control records, reviewing important transactions and recommending solutions for administrative issues. Considerable independent judgment and initiative are exercised in conformance with standard operating policies and procedures of the office; supervised by the Chief Deputy.

QUALIFICATIONS:

Graduation from high school or an equivalent recognized certification supplemented by coursework in Business or related field; minimum of two (2) years of experience in clerical supervisory or office management work. Equivalency: Associate's Degree in Business or related field and one (1) year of related experience.

PREFERENCE FOR EXPERIENCE WITH: Working in an elections office; using data entry equipment.

This is not a PBC Board of County Commissioners' position. Please submit employment application and/or resume directly to Palm Beach County Supervisor of Elections.

*******TO APPLY (READ AND FOLLOW THE INSTRUCTIONS BELOW)*******

Obtain application at www.pbcelections.org (Click on "Your Elections Office" tab; click on "Join our team" and print application) or at PBC Supervisor of Elections main office located at 240 South Military Trail, West Palm Beach, FL 33415.

Submit completed employment application and/or resume to:

E-mail Address: mailbox@pbcelections.org

OR

Mailing Address: Palm Beach County Supervisor of Elections
P.O. Box 22309
West Palm Beach, FL 33416