

The Board of Elections of Chatham County is accepting applications for the position of Board of Elections Chair. Application is made by submitting your resume to:

Board of Elections of Chatham County
1117 Eisenhower Drive, Suite F
Savannah, GA 31406

The application deadline is February 1, 2019. Resumes may be submitted by hand delivery or via mail (1117 Eisenhower Drive, Suite F), email (Elections@chathamcounty.org) or fax (912) 201-4385.

For additional information contact the Board of Elections at (912) 201-4375 or by email Elections@chathamcounty.org

Interviews will be conducted by the elected members of the Board of Elections. The successful candidate will be subject to a background check and will be appointed by the members of the Board at a regularly scheduled meeting.

Qualifications:

Shall be an elector of Chatham County, a resident of Chatham County at least two years and at least 25 years of age. Cannot hold, nor have held within the three months preceding appointment, elective or appointive office, nor be an employee of Chatham County or of a municipality located within the county, nor be a member of the Board of Education, nor be a member of any board or committee appointed by the governing authority of Chatham County or any municipality located within Chatham County. Previous election experience beneficial but not required.

Essential Job Functions:

- Presides at all Board of Elections meetings using Roberts Rules of Order.
- Communicates with Elections Supervisor and Assistant Elections Supervisor prior to each meeting to confirm agenda, correspondence and board reports have been distributed in advance of the scheduled Board of Elections meeting.
- Acts as the official spokesperson for the Board of Elections as directed by the Board.
- Participates on election day by visiting polling places and being present in the elections office during the entire tabulation period.
- Provides oversight of both the Elections Supervisor and the Assistant Elections Supervisor on job duties & responsibilities (an average of 2 hours per week in the office).
- Coordinates the development of goals and initiatives of the Board of Elections each calendar year.
- Provides for annual performance evaluations for both the Elections Supervisor and the Assistant Elections Supervisor, to include: distribution, collection and tabulation of the evaluation instrument as well as the proper archiving of the results with Chatham County Human Resources.
- Attends the yearly GEOA conference and obtains election credentials each year.
- Other duties as assigned.