



## **JOB ANNOUNCEMENT** **Democratic Director of Elections**

The Kansas City Board of Election Commissioners is seeking to fill the position of Democratic Director of Elections. Position includes administering all policies, directives and decisions of the Board, managing budgets, staff and external relations. Hiring personnel with Board approval, ensuring the proper conduct of elections and any other duties that may be assigned.

### **Qualifications:**

- Bachelor's degree in business Administration/Management from a four-year university or college, and 2-4 years of related experience or training.
- Ability to read, analyze and interpret business periodicals, professional journals, technical procedures, government regulations, state statutes and to write reports, business correspondence and procedural manuals.
- Ability to effectively present information and respond to questions from groups of managers, employees, elected officials, media representatives and the general public.
- Strong oral, analytical and organizational skills.
- Must be a United States Citizen, Democrat, resident and registered voter in the Kansas City, Missouri portion of Jackson County for at least one year.

EEO/AA/ADA Employer

Please submit resume and cover letter to [Commissioner@KCEB.org](mailto:Commissioner@KCEB.org). All resumes must be received by Friday, July 15, 2016.