



JOB ANNOUNCEMENT

Voter Services Supervisor

Overview

The Kansas City Board of Election Commissioners is seeking a high energy, detailed-oriented professional to serve as Voter Services Supervisor. This individual must have experience and knowledge to supervise staff, responsible for coordinating various aspects of election administration, voter registration, absentee voting, and data entry procedures.

Summary of Responsibilities

- Works in a bi-partisan team (Dem and Rep) to co-supervise day-to-day functions of voter services staff
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of staff
- Identifies staff development and training needs and ensures that training is obtained
- Maintains records, prepares reports, and composes correspondence relative to the work
- Provides leadership and supervision of staff
- Monitors the performance of staff; provides feedback and conducts performance evaluations
- Becomes knowledgeable about all aspects of election administration and Missouri election statutes
- Cross trains in all areas of election procedures
- Other duties as assigned

Qualifications Summary

- A bachelor's degree or significant equivalent experience
- Minimum of two years supervisory experience
- Ability to instruct, direct and evaluate employees
- Ability to solve problems and make decisions
- Knowledge of employee policies and procedures

- Ability to understand, interpret and comply with election laws
- Strong communication and writing skills
- Ability to work out registration and absentee issues with voters
- Proficiency in Microsoft Office

Salary starts at \$38,000.

Deadline: Open until filled.

Applicant must be a Republican, a registered voter, and must reside within the boundaries of Kansas City within Jackson County for at least one year prior to employment.

Apply by forwarding a **cover letter** and **resume to:** Shawn@kceb.org.

No telephone calls accepted.