

JOB OPPORTUNITY
OFFICIAL JOB POSTING

August 28, 2019

The St. Louis City Board of Election Commissioners (the “BEC”) is accepting applications and resumes for the position of Deputy Democratic Director of Elections. Interested parties may submit cover letters and resumes to the BEC, 300 N. Tucker Blvd., St. Louis, MO 63101, Attention: Democratic Director of Elections, until 5:00 P.M. on Monday, September 23, 2019. A job description is available on the BEC website at www.stlelections.com.

JOB TITLE: Deputy Democratic Director of Elections.

REPORTS TO: Democratic and Republican Directors of Elections.

EDUCATION AND EXPERIENCE: A degree in Business Administration, Management Information Systems, Political Science, Public Administration, or another closely related field from an accredited college or university preferred. A bi-partisan spirit, an ability to work well with others, and strong communication and presentation skills are necessary. Experience in working with or in county level government as well as familiarity with project management principles is helpful.

RESPONSIBILITIES: As a member of the BEC’s management team (consisting of both Directors of Elections, both Deputy Directors of Elections, and both Assistant Deputy Directors), the Deputy Democratic Director is responsible for recommending and developing program goals and objectives and implementing policies, procedures and courses of action to enable the BEC to conduct elections in the City of St. Louis in compliance with federal, state and municipal laws, rules and regulations. In conjunction with the Assistant Deputy Republican Director, the Deputy Democratic Director has supervisory responsibility over the Judges Department (which recruits and trains the various poll workers used on election day); the Operations Department (which maintains, delivers and picks up the voting equipment and election materials required for each election); and the Tabulation Department (which creates and tabulates the ballots, verifies the integrity of the voting equipment, and recruits and trains the Technical Specialists used for each election). The Deputy Democratic Director is administratively responsible to and works under the general supervision of the Democratic and Republican Directors of Elections.

SALARY: \$75,000.00 to \$85,000.00 per year.

ADDITIONAL REQUIREMENTS: The successful candidate must:

1. Be a member of the Democratic Party. RSMO Section 115.047.
2. Be a registered voter and resident of the City of St. Louis for at least one year preceding his/her employment by the BEC. RSMO Sections 115.047 and 115.031.
3. Take and subscribe an oath to support the Constitutions of the United States and the State of Missouri and demean him/herself faithfully and impartially. RSMO Sections 115.047 and 115.033.
4. Pass a criminal background check.

FOR ADDITIONAL INFORMATION: Contact Steven J. Capizzi, Democratic Director of Elections, at (314) 589-6208 (phone); 612-1474 (fax).