

**INDIANA COUNTY
DIRECTOR OF VOTER REGISTRATION & ELECTIONS**

Indiana County has an opening for the Director of Voter Registration & Elections. The rate is \$47,050 per year. This is a high-level administrative position responsible for the comprehensive management of the county's election process in accordance with the Pennsylvania County Code, the policies of the Board of Commissioners and/or Board of Elections and Federal, State and Local laws and regulations.

Some of the ESSENTIAL FUNCTIONS OF JOB:

Manage all elections including polling localities, ballot format, production and programming, purchase and set up of all equipment and supplies, conducts poll worker training and recruiting, write-ins, recounts, tallying, pre-canvass and canvassing of results, posting of results and issuing certificates to successful candidates. Prepare required election reports and records for County and State.

Coordinates with Municipalities, School Districts, Political Parties, State and Federal Governments concerning the various contests to be decided during each Election cycle. Constructs nomination packets and materials for candidates. Issues, receives, and decides the sufficiency of nomination petitions and papers.

Oversees campaign expense reporting, financial interest statements of candidates for office, elected county officials and supervisors.

Utilize the SURE System (Statewide Uniform Registry of Electors) to process voter registrations, absentee/mail-in ballot applications, and annual mailings as needed.

Manage the maintenance of voter files and records, ensuring new registrations are assigned to correct voting district.

Must have and practice excellent customer service skills and attitude to deal with the press, voters, candidates, and other members of the public to deal with issues and resolve problems as they arise.

QUALIFICATIONS:

A. EDUCATION/TRAINING

High school diploma or equivalent; some business and computer training required; Associate degree in business preferred.

B. WORK EXPERIENCE

3-4 years working experience in elections and some knowledge of Election Code, or any acceptable combination of experience and training

Interested candidates should send a resume and cover letter to the address below by May 20, 2026

Melissa Miller
HR Director
825 Philadelphia Street
Indiana, PA 15701
Or email to mmiller@indianacountypa.gov