

STATE BOARD OF ELECTIONS

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William G. Voelp, Chairman
Vacant, Vice Chairman
Severn E. S. Miller
Michael G. Summers
T. Sky Woodward



Linda H. Lamone
Administrator

Nikki Charlson
Deputy Administrator

May 5, 2023

Instructions for submitting applications for
Maryland State Administrator of Elections

Position Description attached

Applications must be received no later than
2 pm EDT on Friday, May 19, 2023

Applications only accepted electronically at:
DLAdministrator_SBE@maryland.gov

STATE ADMINISTRATOR OF ELECTIONS
POSITION DESCRIPTION AND MINIMUM QUALIFICATIONS

May 4, 2023

The State Administrator of Elections is the highest managerial level of directing elections in the State of Maryland. The work of this classification will require travel throughout the State and the country to exchange information regarding the election processes, procedures, policies, equipment and promote continued growth in the field for the benefit of the public interest.

The State Administrator of Elections is appointed by the State Board with the advice and consent of the Senate of Maryland and serves at the pleasure of the State Board. The State Administrator performs all duties and exercises all powers that are assigned by Law to the State Administrator or delegated by the State Board.

The State Administrator serves as the "Chief Election Official" as designated by federal law.

The State Administrator of Elections supervises the Deputy Administrator of Elections at the State Board of Elections. The State Administrator also provides managerial supervision, guidance, and support to all seven divisions of the State Board of Elections: Budget and Finance, Candidacy and Campaign Finance, Election Management, Election Reform, Information Technology and Security, Voter Registration and Petitions, and Voting Systems. The State Administrator of Elections also provides guidance and support to the 24 local election directors in the State.

The State Administrator of Elections receives managerial guidance and supervision from the State Board of Elections.

The State Administrator of Elections will be required to work evenings and weekends during election day, early voting, and other deadlines in the election process.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to maintain the integrity and independence of the office and protect the interests of the voters;

Comprehensive knowledge of federal, State, and local election laws, regulations, statutes, processes, and procedures;

Comprehensive knowledge of policies and procedures applicable to preparing for and conducting elections;

Knowledge of principles of budget management;

Knowledge of principles of contract management;

Knowledge and understanding of project management;

Knowledge of cybersecurity policies as a governmental entity to participate in trainings and seminars that pertain to elections role in the critical infrastructure under the federal Department of Homeland Security;

Knowledge of State procurement process;

Skill in application of federal, State, and local election laws and regulations;

Skill in maintaining workflow despite frequent interruptions and changing priorities;

Ability to analyze and compile statistical data;

Ability to communicate effectively;

Ability to plan, organize and administer elections;

Ability to testify in legislative hearings and judicial proceedings;

Ability to respond to press inquiries from local, State, and national media with written statements and/or by interview;

Ability to supervise the work of others;

Ability to meet time sensitive deadlines and demands;

Ability to establish and maintain effective working relationships with, but not limited to:

- Local election directors
- Local boards of elections
- Local board attorneys
- Local elected officials
- MAEO- Maryland Association of Election Officials
- Deputy State Administrator and staff at the State Board of Elections
- Maryland General Assembly
- Governor and Lt. Governor of the State of Maryland
- Secretary of State
- Attorney General's Office
- State Treasurer
- Comptroller of Maryland
- Maryland Department of Emergency Management
- Maryland State Police
- MCAC- Maryland Coordination and Analysis Center
- Maryland Department of Emergency Management
- Maryland Motor Vehicle Administration
- Maryland Department of Budget and Management
- Maryland Department of General Services
- Maryland Department of Information Technology
- Maryland Department of Aging
- Maryland Division of Corrections in the Department of Public Safety & Correctional Services
- Maryland Department of Planning
- Maryland Department of Disabilities
- Maryland State Ethics Commission
- Maryland Office of the State Prosecutor
- Maryland Office of the Comptroller
- Maryland Office of Legislative Audits
- Maryland Administrative Office of the Courts
- Maryland Board of State Canvassers
- Maryland Board of Public Works
- Joint Committee on Administrative, Executive and Legislative Review
- Special interest groups in the State of Maryland such as The League of Women Voters, The National Federation of the Blind, The American Civil Liberties Union, and others
- Electrical and telecommunications companies throughout the State
- The Federal Bureau of Investigation
- U.S. Department of Homeland Security
- CISA- Cybersecurity and Infrastructure Agency
- EI-ISAC- Elections Infrastructure- Information Sharing and Analysis Center
- MS-ISAC- Multi-State Information Sharing and Analysis Center
- EAC- Election Assistance Commission
- FEC- Federal Election Commission
- NIST – National Institute of Standards and Technology
- NASED- National Association of State Election Directors
- NASS- National Association of Secretaries of State
- U. S. Congressional leadership, members, and relevant Committees and staff
- The Media

EXAMPLES OF WORK

Directs, oversees, and maintains the conduct of elections in compliance with federal, State, and local laws, regulations, and statutes in the State of Maryland;

Oversees the state-wide implementation of the new electronic poll books for the 2024 election and a new voting system for the 2026 election;

Oversees and coordinates the day-to-day operations of the State Board of Elections, either directly or through subordinate supervisors, including, but not limited to:

- The voter registration program
- The mail-in ballot program, including the approval of the location of ballot boxes
- Provisional ballot program
- Same day registration and address change process
- Redistricting and precinct boundary program
- Candidate filing and campaign finance
- Ballot contracts, preparation, and distribution
- Voting machine evaluation, procurement, maintenance, and contracts
- Pollbook evaluation, procurement, maintenance, and contracts
- Assist and recommend the location of local polling places and early voting centers
- On line suite of voter services
- State Board of Elections website
- Election results reporting and maintenance of prior election results
- Election information technology and security
- Disaster recovery program
- Prescription of all forms to be used in statewide elections
- Election judges uniform State-wide training program
- Agency budget
- Personnel matters including salaries and benefits
- Maintenance of active cooperative relationship with federal, State, and local law enforcement, including the FBE, U.S. Department of Homeland Security, U.S. Department of Justice, Maryland Attorney General, and local State's Attorneys

Supervises the Performance Evaluation Program for State employees and the administration of interviewing and hiring of new staff at the State Board of Elections;

Serves as the Appointing Authority for the State Board of Elections;

Directs the dissemination of information pertaining to election policies, procedures, laws, and regulations to the general public, candidates, and political parties by utilizing social media and managing the State Board of Elections website;

Prepares and coordinates the release of statements to the local, State, and national media, participates in interviews and press conferences;

Prepares, administers, and reviews the annual budget for the State Board of Elections;

Implements and maintains a single, uniform, centralized, Statewide interactive voter registration list;

Manages and administers procurement of services, supplies, and materials for the State Board of Elections and used by the local boards of elections;

Develops and revises policies, procedures and training manuals related to the administration of the State Board of Elections;

Reviews proposed federal, State, and local legislation to determine the impact upon the conduct of elections in Maryland;

Testifies at federal, State, and local legislative hearings to provide relevant information about the election process;

Coordinates services provided by the State Board of Elections to the Local Boards of Election including, but not limited to:

- staffing contract including election support
- printing and publications of ballots and voter information
- data processing support and telecommunications
- public relations support and guidance

Participates in task force committees, conferences and workshops throughout the State and the country in order to exchange information related to the conduct of elections;

Supervises the preparation of operational and statistical reports and records related to the election process;

Keeps abreast of technological advances in election equipment and data tracking systems in order to more effectively and efficiently administer the conduct of elections;

Oversees and supports monthly audits, post-election audits, manual audits, and recounts in the State;

Implements new voting systems and other processes, such as Same Day Registration, as required by the Maryland General Assembly;

Manages insurance policies, warehouse, and security specifications, including the acquisition of new office or warehouse space when needed to store voting equipment and sensitive documents;

Conducts risk assessments and creates operation plans for Election Days, Early Voting, and the daily operations of the State Board of Elections;

Prepares contingency plans, power management plans and disaster recovery plans for daily operations, Election Days and Early Voting in the State;

Manages security systems and coordinates with security services to effectively follow all cybersecurity and physical security rules as set forth by the FBI, the U.S. Department of Homeland Security and State and local law officials;

Must be present and available to represent the State Board of Elections in any judicial proceedings and work closely with the Maryland Attorney General in complex litigation;

Attends, organizes, and facilitates monthly State Board of Elections' meetings;

Attends, organizes, and facilitates the statewide Biennial Pre-Election Meeting;

Performs other related duties.

MINIMUM QUALIFICATIONS

Experience: Ten (10) years of experience applying federal, state, and local election laws and regulations applicable to conducting elections from a managerial level, which must have included at least two presidential and two gubernatorial elections, and an additional four years of supervisory or management experience. The additional four year must include managing professional staff.

Notes:

1. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university and six years of supervisory experience or project management experience for the required experience.
2. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university for four of the ten (10) years of required experience applying federal, state, and local election laws and regulations applicable to conducting elections, which must have included at least one presidential and one gubernatorial election.

PREFERRED QUALIFICATIONS

A graduate degree in law, public policy, public administration, or equivalent field.

Experience administering and comprehensive knowledge of the following election related policies, procedures, laws, and programs.

- Maryland Election Law
- UOCAVA- 1986 Uniformed and Overseas Citizens Absentee Voting Act

- MOVE Act – 2009 Military and Overseas Voter Empowerment Act
- NVRA- 1993 National Voter Registration Act
- HAVA- 2002 Help America Vote Act
- ADA- 1990 Americans with Disabilities Act
- 1965 Voting Rights Act, as amended
- ERIC- Electronic Registration Information Center
- Maryland Public Information Act
- Maryland Open Meetings Act
- Maryland Administrative Procedures Act

Experience with developing, writing, and implementing new voting system guidelines at the state or federal level.

Experience with developing, writing and implementing new election regulations at the state level, such as COMAR- Code of Maryland Regulations.

Experience with implementing, maintaining, and controlling large contracts and programs such as pollbooks and voting systems.

Ability to acquire and oversee the distribution of State or Federal grant funds.

Familiarity with relative technology.

Experience in collaboration with legislators, local government, local boards of elections, and major political parties.

LICENSES, REGISTRATIONS AND CERTIFICATIONS

The State Administrator of Elections may be assigned duties which require travel. These duties will require the possession of a motor vehicle operator's license valid in the State of Maryland.

SPECIAL REQUIREMENTS

1. The State Administrator of Elections is required to be a registered voter in the State of Maryland.
2. The State Administrator of Elections may not hold or be a candidate for any elective public or political party office or any other office created under the Constitution or laws of this State in accordance with the Election Law Article, Section 2-301(b).