



COUNTY OF LEBANON

Job Announcement

Posting Date: August 4, 2026

Position:	Deputy Director of Elections & Voter Registration
Department:	Bureau of Elections & Voter Registration
Available:	Immediately
Bargaining Unit:	Non-Union
Hours:	Approx. 8:00AM- 5:00PM, Monday through Friday
Pay Grade:	Grade 12 (Non-Union/Non-Exempt Salary Chart)
Salary Range:	\$45,726.95 Annually
Full-Time Employee Benefits:	100% Employer PAID Benefits → Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. Additional Benefits → Pension retirement plan, Health Insurance Exchange Program, Employee Assistance Program, Employee Wellness Program, Revive Health Benefits Program, Connect Care 3 Resources, Connect Care 3 Platform/KOA Foundations App, and Employee Appreciation Program. Voluntary Benefits → Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer insurance.

A County of Lebanon Application MUST be completed for consideration for this position.
Resume is recommended, however, is optional unless otherwise stated below.

➤ **Applications will be accepted through Tuesday, August 11, 2026**

The Deputy Director of Elections serves as the second-in-command of the Bureau of Elections & Voter Registration and assists in the administration of all federal, state, county, and local elections in accordance with Pennsylvania Election Code and applicable federal law.

This position requires exceptional professionalism, sound judgment, political neutrality, and unquestioned integrity. The Deputy Director exercises independent judgment in managing daily operations of the Bureau, supervises staff and election workers, maintains critical election systems and records, manages projects and budgets, coordinates with local, county, and state officials, and serves as the Director's representative when delegated.

The position reports directly to the Director of the Bureau of Elections & Voter Registration and assumes leadership responsibilities during the Director's absence.

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Election Administration

- Assist in planning, organizing, and administering all federal, state, county, and municipal elections.
- Maintain the Pennsylvania SURE voter registration system and ensure the accuracy and integrity of voter registration records.
- Oversee voter registration processing, election preparation, and post-election activities.
- Ensure compliance with Pennsylvania Election Code and applicable federal election laws.
- Develop and improve election procedures to increase efficiency and maintain compliance.

Leadership & Operations

- Supervise office staff and seasonal election personnel, providing leadership, training, scheduling, and performance oversight.
- Recruit, train, and retain poll workers and election officials.
- Coordinate work assignments and establish priorities to ensure critical deadlines are met.
- Serve as Acting Director, when necessary, with full authority for daily operations.

Financial & Administrative Management

- Assist in preparing, administering, and monitoring departmental budgets.
- Track expenditures, grants, contracts, and other financial obligations.
- Maintain records in accordance with state retention requirements.
- Oversee campaign finance reporting, petition filing, election official records, and other statutory responsibilities as assigned.

APPLICATION AND RESUME SUBMISSION OPTIONS:

1. Email directly to Human Resources → Apply@lebanoncountypa.gov
2. Mail to → 400 S. 8 th Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources
3. Fax to → (717) 675-2668 ATTN: Human Resources

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Government & Public Relations

- Serve as a liaison with municipal officials, county departments, the Pennsylvania Department of State, and other governmental agencies.
- Respond to inquiries from elected officials, candidates, political committees, media representatives, and members of the public.
- Present information clearly and professionally while maintaining strict political neutrality.
- Represent the Bureau at meetings, trainings, and public events as assigned.

Facility & Election Logistics

- Evaluate polling locations throughout the county for accessibility, compliance, and operational effectiveness.
- Coordinate polling place logistics and election-day preparations.
- Travel throughout the county as necessary.

Other Duties

- Perform additional duties as assigned by the Director that support the mission of the Bureau. All duties may potentially be delegated to staff as appropriate.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

The successful candidate will demonstrate the ability to:

- Lead and motivate diverse teams in a fast-paced environment.
- Manage multiple projects simultaneously while meeting strict statutory deadlines.
- Exercise sound judgment and maintain confidentiality.
- Build productive working relationships with government officials, employees, vendors, and the public.
- Communicate effectively both verbally and in writing.
- Resolve problems professionally and diplomatically.
- Maintain complete political neutrality while administering elections.
- Analyze processes and implement operational improvements.
- Use Microsoft Office applications and learn specialized election software including the Pennsylvania SURE system.

Minimum Qualifications:

- High school diploma or equivalent required.

Preferred Qualifications:

(Preference may be given to candidates with experience in one or more of the following)

- Election administration and SURE experience highly desired
- Public sector management
- Restaurant, retail, hospitality, or other high-volume operational management
- Human resources or personnel management
- Budget development and fiscal oversight
- Project management
- Public communications or media relations
- Grant administration
- Records management and regulatory compliance
- Associate or bachelor's degree in public administration, Business Administration, Political Science, Management, Communications, or a related field preferred
- Progressively responsible administrative, supervisory, management, or operational leadership experience demonstrates increasing levels of responsibility, independent judgment, personnel supervision, and organizational accountability.
- Experience supervising employees, scheduling staff, or leading teams.
- Experience managing or being accountable for budgets, payroll, purchasing, grants, contracts, financial records, departmental expenditures, or other fiscal operations.
- Experience communicating and working professionally with government agencies, elected officials, regulatory organizations, community organizations, vendors, media representatives, or members of the public.
- Equivalent combinations of education and directly related experience will be considered.
- Relevant experience may be acquired in public, private, nonprofit, military, hospitality, retail, manufacturing, healthcare, education, or other organizations with comparable supervisory, operational, fiscal, or administrative responsibilities.

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