

**CITY OF EAST PROVIDENCE
CANVASSING OFFICE ADMINISTRATOR**

\$ 40,010 - \$ 47,799

The East Providence Canvassing Authority seeks an administrative professional to manage the Canvassing Office. Successful applicant will be responsible for organization, implementation and supervision of all procedures necessary to conduct general, primary, special and other elections in accordance with Federal and State Laws, regulations and policies. Provides accurate and timely information to voters and candidates. Establishes calendar of dates for all elections including all procedures involved. Determines and sets up polling places for elections; obtains poll workers. Responsible for outlining and determining voting district lines and accurate voting lists. Trains and supervises staff; answers candidates and voter inquiries; maintains records of eligible voters; issues warrants, legal and display ads for elections; maintains payroll records and other personnel records. Through staff, issues purchase requisitions, claim vouchers, etc. Prepares progress reports and other miscellaneous reports, files records of elections and election laws. Performs a wide variety of related functions in connection with the administration of state and local election laws and regulations.

MINIMUM QUALIFICATIONS

Responsible experience in business/office administration or related field, preferably in the administration of elections and supervisory skills. Computer proficiency with expertise in Microsoft Office. Knowledge of Federal and State election laws and RICVRS preferred. Completion of standard high school course and Associate Degree from an accredited college or university with specialization in public or business administration or related field; any equivalent combination of experience and training which provides the desired abilities, knowledge and skill.

Send resume w/cover letter to Human Resources Dept., East Providence City Hall, 145 Taunton Ave., East Providence, RI 02914, (401) 435-7766, and must be received no later than **4:00 PM, Wednesday, March 31, 2010.**

The City of East Providence does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER