

**Administrator, Elections Division
Government Accountability Board
Madison**

The Government Accountability Board (G.A.B.) is seeking an Administrator for its Elections Division. This position will function as an integral part of the management team for the Board. The state offers an excellent fringe benefits package. Women and minorities are encouraged to apply.

Starting salary for this unclassified position will be between \$85,000 and \$110,000 per year, depending on candidate qualifications and agency needs. Serve at the pleasure of the G.A.B.

Job Duties: Under the general policy direction of the G.A.B. and the direction of the Director and General Counsel, responsibilities include providing the administrative leadership and support necessary to enable the Board to carry out its statutory functions with respect to the administration and enforcement of elections. Provide administrative leadership and support to the Board in such areas as rule development; drafting and review of proposed legislation; data collection, analysis and dissemination; identification of problems which may require investigation or interpretation; preparation of special reports; and preparation for Board meetings. Supervise and manage staff who provide election-related training, statewide voter registration, ballot access, certification of election results, voting equipment, disability access and division finances and operations.

Special Notes: Wisconsin statutes prohibit individuals who have been a lobbyist or any individual who may have served in a partisan state or local office from being appointed to this position. No individual who serves as an employee of the G.A.B. for 12 months prior to becoming so employed, may have made a contribution, as defined in Wis. Stat. §11.01 (6), to a candidate for a partisan state or local office. Wisconsin law requires employees of the G.A.B. to be nonpartisan. The G.A.B. has adopted a policy of not hiring anyone who has signed a recall petition for a state officeholder in 2011 or 2012.

How to Apply: To apply submit an Application for State Employment Form which is available online at the following site: <http://oser.state.wi.us/docview.asp?docid=1121>, a letter of interest and a detailed resume providing information on your relevant education, training and experience. Application materials should be submitted to: Terry Wm. Kraus; Human Resources Specialist – Senior; Department of Administration; 101 E Wilson St, 9th Floor, Box 7869, Madison WI 53707-7869, FAX (608) 264-7648, e-mail: terry.kraus@wisconsin.gov. Those most qualified will be invited to participate in the next step of the selection process.

Requested application materials must be received no later than 4:30 p.m. on Friday, November 30, 2012.