



CLACKAMAS COUNTY ELECTIONS MANAGER

THE OPPORTUNITY

Clackamas County Clerk's Office Elections Division is seeking an Elections Manager to manage and supervise elections flawlessly and with transparency, honoring and counting every vote.

The incumbent will plan, organize and manage all general, primary, and special elections held in the County and ensure elections procedures and records comply with statutory requirements. Additionally, the position has supervision over four technical and clerical support personnel and, during elections, up to 100 temporary employees.

HOW TO APPLY

For detailed information, including qualifications for the position, and to apply online please visit <http://www.clackamas.us/des/jobs.html>



If this position interests you, please contact
James Callahan for more information:
e: jcallahan@clackamas.us
p: 503-742-5493

ABOUT THE CLERK'S OFFICE

The Clerk's Office, via its subsidiary departments, is responsible for processing all real property transactions, plats, Commissioner's Journal documents, Board of Property Tax Appeal petitions and orders for Clackamas County.

The Elections Division oversees election filing, forms, and voter registration. The Office also prepares ballots and voters' pamphlets, receives and processes returned ballots and completes election result tallies.

ABOUT CLACKAMAS COUNTY

Clackamas County is in a prime location in the Portland, Oregon metropolitan area and is recognized nationally as one of the most livable areas in the United States. Located on the southern edge of the City of Portland and extending to the top of Mt. Hood, Clackamas County is part of a thriving region in the Northwest. It has a population of about 400,000 citizens.

Clackamas County is a great place to live, work and play!

This Job Posting closes at 11:59 p.m. (Pacific Time) on Wednesday, July 19, 2017.

For more information about Clackamas County and the Clerk's Office visit our website at: www.clackamas.us/clerk/



Qualifications:

- Two or more years of supervisory experience
- Experience developing or assisting in development of department, agency or office budget(s). Budget development must include determining monetary needs for the fiscal year
- Experience utilizing the principles and practices of management and supervision
- Experience customer service in a fast paced environment with internal and external clients
- Ability to understand applicable federal, state and local laws, rules and regulations
- Ability to direct staff in continuous efforts to improve quality productivity & effectiveness
- Ability to plan, organize and direct division operations and assigned personnel
- Strong attention to detail

PAY INFORMATION

The salary range for this position is **\$70,267 - \$94,862** annually (plus 6% retirement contribution). The actual salary will be commensurate with qualifications and experience.

In addition to competitive wages, Clackamas County offers an attractive benefits package for employees in regular status positions, including 192 annual hours of vacation and a choice of Medical Plans with Vision and Prescription Drug Coverage.

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The Elections Manager is responsible for managing the technical and administrative activities of the Elections Division, including voter registration, candidate filing, ballot preparation, voting, vote tallying, jurisdictional mapping, reporting, and other requirements related to conducting special, primary, and general elections in compliance with federal, state, and local statutes, regulations and rules.

Competitive applicants will be highly motivated, detail oriented, and have well-developed management and supervisory skills and a demonstrated ability to maintain an environment of high integrity and dependability. Additionally, experience with elections is strongly preferred.



EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Clackamas County is an Equal Opportunity Employer valuing diversity and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.