

## Operations Specialist - Board of Elections for Montgomery County, Maryland

To apply, search for position number IRC26924, Program Specialist II (Election Administration), at [www.montgomerycountymd.gov/careers](http://www.montgomerycountymd.gov/careers).

Job Title	<b>Program Specialist II (Election Administration), Grade 21</b>
Location	<b>Gaithersburg, MD, US</b>
Organization Name	<b>Board of Elections</b>
Medical Exam	<b>Medical History</b>
Background Investigation	<b>Yes</b>
Financial Disclosure	<b>No</b>
Job Description	

**Closing Date: August 16, 2017**

The Board of Elections (BOE) is seeking an Operations Specialist. This position will serve as backup to the operations division chief and will independently manage multiple key functions of the department, including planning for polling places and other facilities and services; overseeing and assisting with campaign filing and ballot access; negotiating and administering contracts; and coordinating major projects in support of an election such as logistical support for early voting.

The successful candidate for this position will have considerable knowledge of election laws and procedures; skill in dealing tactfully, effectively, and equitably with people; knowledge of contract management; proficiency in writing, proofreading and copy editing; strong skills in logistics and supply management; and strong organizational and communications skills with a high degree of attention to detail.

This position includes conducting out-of-office property surveys involving moderate physical activity. The successful candidate must have a valid driver's license and access to a vehicle for site visits.

Standard office hours for the department are Monday through Friday, 8:30 a.m.- 5:00 p.m. This position will require significant overtime during peak seasons to accomplish deadline-sensitive tasks.

### Additional Employment Information

*OHR reviews the minimum qualifications of all applicants, irrespective of whether the candidate has previously been found to have met the minimum requirements for the job or been temporarily promoted to the same position. This evaluation is*

based **solely** on the information contained in the application/resume submitted for this specific position/IRC.

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to [special.accommodations@montgomerycountymd.gov](mailto:special.accommodations@montgomerycountymd.gov). Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

Montgomery County Government also provides hiring preference to certain categories of veterans and veterans/persons with a disability. For more information and to claim employment preference, please refer to the Careers webpage on [Hiring Preference](#).

All applicants will respond to a series of questions related to their education, relevant experience, knowledge, skills and abilities required to minimally perform the job. The applicant's responses in conjunction with his/her resume and all other information provided in the employment application process will be evaluated to determine the minimum qualification and preferred criteria status. Based on the results, the highest qualified applicants will be placed on an Eligible List and may be considered for an interview. Employees meeting minimum qualifications who are the same grade will be placed on Eligible List as a "Lateral Transfer" candidate and may be considered for interview.

#### Minimum Qualifications

**Experience:** Two (2) years of professional experience in election administration or managing other complex programs or projects.

**Education:** Graduation from an accredited college or university with a Bachelor's Degree.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**LICENSE:**

Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job related duties.

The successful candidate must be a registered voter in Maryland or must register to vote in Maryland prior to the

date of hire and must successfully complete a background check.

Preferred Criteria

The applications of those individuals meeting the minimum qualifications will be reviewed to determine the extent, relevancy of training, and experience in the following areas:

1. Planning programs, including organizing, coordinating and managing the programs;
2. Project management;
3. Logistics management;
4. Contract negotiation and management;
5. Election administration;
6. Dealing tactfully, effectively and equitably with people;
7. Oral and written communication.

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.