Interested applicants are encouraged to apply without delay. This is an open recruitment that will close without further notice when a sufficient pool of qualified applicants is received. The first screening will be November 18, 2013.

The Multnomah County Elections Office is accepting applications for an Elections Project Manager. The successful candidate will oversee the development, planning, coordination, administration and implementation of major projects within established Master Plans/Master Schedules that detail timelines, resources and budgets. Work accomplished will utilize project management principles, techniques, and effective change management processes. In addition, they will set project goals and formally monitor progress and quality of outcomes to ensure delivery of results. A key component of this position will be quality control and active management of projects by providing identification, development and management of business processes while providing leadership for internal and external change management.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Equivalent to a Bachelor's degree in Business, Industrial Engineering, or related field from an accredited college or university.

Experience: Three to five years of increasingly responsible experience related to business process systems development and/or project management. Three to five years experience related to elections preferably gained through work in State, County or City elections office preferred.

License or Certificate: Possession of the Project Management Professional certification from the Project Management Institute is highly desirable.

The annual salary range for this position is $66,189.60 to $81,484.64 along with a comprehensive benefits package. For more information about this opportunity, please visit our website at www.multcojobs.org or call Kandace Bell at 503-988-6928 or email Kandace.Bell@multco.us.