The Multnomah County Elections Division is seeking a Mail Ballot Specialist who will be responsible for the mailing program associated with its Vote by Mail program. The successful candidate will also be responsible for portions of return ballot processing.

Multnomah County Elections conducts all local, city, county, state and federal elections for citizens of the county. Local elections include boards of directors for schools and special districts and various local measures, city elections include those for city offices as well as annexations and other city issues. County elections are for county officers and county measures. State elections include House and Senate races as well as state-wide offices and measures. Federal elections include Congressional, US Senate and Presidential races. There are about 450,000 registered voters in Multnomah County.

The Mail Ballot Specialist develops and implements operations procedures and process for the Elections Division. This position works closely with the Postal Service to ensure the smooth handling of ballots during critical election periods. This position also advises on hiring decisions and trains and supervises up to 150 temporary staff to meet required legal deadlines of the election process.

While program delivery is the more technical piece of the job, primary duties include but are not limited to:
- Providing technical and design expertise in organizing and coordinating vote-by-mail preparation, scheduling and delivery of materials to vendors and US Postal Service.
- Acting as a liaison between US Postal Service, Greater Portland Postal Customer Council (GPPCC) and County Distribution
- Maintaining a voter outreach database of over 1000 locations.
- Serving on local, state and federal committees to develop innovative advances in vote-by-mail practices.

The successful candidate will have many of the following attributes:
- Demonstrated experience working directly with the US Postal Service on large scale mailing projects.
- Current knowledge of all Federal and State election laws and Administrative Rules.
- Strong project management skills and approach.
- Willing and able to research and apply innovative program enhancements in support of the Elections Division mission.
- Ability to represent the Division in public and private meetings and other gatherings.
- Effective skills in managing teams, organizational dynamics and consensus building.

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:

Required Minimum qualifications/Transferable Skills*
- Equivalent to a Bachelor's degree from an accredited college or university
- Five years of increasingly responsible and major project development, policy analysis or program compliance/monitoring and evaluation experience.

Preferred Special Qualifications/Transferable Skills*
- Advanced knowledge of USPS regulations
- Advanced knowledge of Federal, State and local election laws, regulations and Administrative Rules.
- In depth knowledge of election processes, data and time management.
- Ability to lead, train and supervise a large temporary staff.

*For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the relevant
education and/or work experience portion(s) of your application. Clearly explain how those skills and/or qualifications apply.

The annual salary range for this position is $60,593 to $74,605. Applications are being accepted through January 31, 2014. If you have questions about this recruitment, please contact Kandace Bell, Sr. HR Analyst at 503-988-6928 or at Kandace.Bell@multco.us.