



DESCHUTES COUNTY HUMAN RESOURCES
invites applications for the position of:

Elections Supervisor

SALARY: \$4,921.41 - \$6,611.09 Monthly

OPENING DATE: 04/19/17

CLOSING DATE: 05/03/17 11:59 PM

SUMMARY:

Deschutes County is currently accepting applications for an Elections Supervisor for the Deschutes County Clerk's Office. This position works closely with the County Clerk and is responsible for coordinating program activities; serving as liaison with clients, external agencies, and County departments, including representing the County on various committees; assisting in program policy and procedure development; ensuring compliance with regulatory guidelines; and clerical staff supervision. Duties include supervising administrative activities; preparing and delivering performance evaluations; developing and monitoring individual performance standards; planning, prioritizing and assigning work including coordinating influx of temporary workers during elections; managing contracts and RFP process; participating in the preparation and administration of department budget; conducting research to identify emerging or new trends and services for elections; compiling and analyzing data for reporting and correspondence; overseeing and coordinating the elections process for primary, general, and special elections including voter registration, candidacy filings, ballot preparation, petition administration, jurisdictional mapping, publications, vote tallies, record maintenance, and assisting the public. Additional duties include coordinating bulk mailings with the USPS according to federal regulations and guidelines and working with the mailing house in data transfer for elections.

**This job posting is not meant to be an all-inclusive list of duties and responsibilities, but constitutes a general definition of the position's scope and functions.*

Notification to all candidates will be sent via **email only**. Please check your email for recruitment information, and your Governmentjobs.com account for application status.

Additional information regarding the position may be found online by going to the [Deschutes County Human Resources website](#) at the Jobs and Volunteer Center.

This position is included in a classification and compensation study. Changes to its assigned classification, requirements, job duties, and salary range may occur.

COMPENSATION:

\$4,921.41 to \$6,611.09 per month for a 172.67 hour work month. Salary normally starts at the first step. Excellent County benefit package when eligible. This position is available immediately.

MINIMUM QUALIFICATIONS:

Associate's degree in business, office administration or related field and three years of progressively responsible experience, which includes two years supervisory experience, OR an equivalent combination of education and experience.

Preference will be given for:

- Experience working in a government, state, county, or local election environment.

Must have knowledge and skill in the following:

- Record keeping principles and practices.
- Analytical and research methods.
- Management and supervision principles and practices.
- Budgeting and fiscal administration.
- Report preparation methods.
- Contract management.
- Strategic planning and program/project management.

Must have the ability to:

- Understand applicable federal, state, and local laws, rules and regulations.
- Conduct outreach activities.
- Organize, prioritize, and identify potential enhancements or improvements in workflow processes.
- Motivate and support staff in providing excellent customer service.
- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with employees, the public, and other organizations.
- Learn, use, and troubleshoot specialized elections office equipment such as; sorter, ballot scanner and associated software.

NECESSARY SPECIAL REQUIREMENTS:

Possession of or ability to obtain a valid Oregon driver's license within 30 days of hire date. The employment offer will be contingent upon an acceptable and verifiable driver's license and driving history, a drug screening and a thorough employment and criminal history investigation.

Must have the ability to work a flexible schedule when necessary, to meet department needs. This may include long days, overtime, and weekends.

Physical Requirements. Must have the ability to work in an office that is environmentally controlled; possess sufficient hand coordination to perform keyboarding and data entry; arm/hand movements to retrieve work materials and operate a variety of general office equipment. The position is frequently required to sit, walk, stoop, bend, kneel, reach, stand, grasp, talk, hear, see, and lift up to 20 pounds.

Deschutes County is an Equal Opportunity Employer. Women, Minorities and the disabled are encouraged to apply.

Deschutes County does not discriminate on the basis of race, color, national origin, age, gender, sexual orientation, marital status, religion, political affiliation, physical or mental disability, or any other basis prohibited by State of Oregon, federal or local law.

Deschutes County provides reasonable accommodations for persons with disabilities. To request this information in an alternate format, please call (541) 617-4747 or send email to ken.harms@deschutes.org.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.deschutes.org/jobs>

1300 NW Wall Street Suite 201
Bend, OR 97703
(541) 330-4643

employment@deschutes.org

Position #2017-00072
ELECTIONS SUPERVISOR
DH

Elections Supervisor Supplemental Questionnaire

- * 1. This position requires an Associate's degree in business, office administration or related field and three years of progressively responsible experience, which includes two years supervisory experience, OR an equivalent combination of education and experience. Do you meet this requirement?

- Yes
- No

- * 2. Please describe how you meet the minimum requirements as listed above.

- * 3. During the election season and for projects, the work schedule for this position will require a variation from our regular office hours of 8:00 a.m. to 5:00 p.m. This includes working very long days, overtime, working before 8:00 a.m. or after 5:00 p.m., and working on weekends. Can you meet this requirement?
 - Yes
 - No
- * 4. Preference will be given for experience working in a government, state, county, or local election environment? Do you possess this experience?
 - Yes
 - No
- 5. If yes, please describe your experience.

- * 6. This position is expected to produce results with the highest level of accuracy. Do you have experience working in an environment where attention to detail and commitment to accuracy was required?
 - Yes
 - No
- 7. If yes, please describe your experience.

- * 8. Do you have experience working under tight deadlines while adhering to stringent rules and regulations?
 - Yes
 - No
- 9. If yes, please describe your experience.

- * 10. Do you possess at least two years of supervisory experience?
 - Yes
 - No
- 11. If yes, please include your job title, name of employer, length of experience and number of individuals you had direct supervision over.

- * 12. Do you possess experience in researching, identifying, and implementing process improvements?
 - Yes
 - No
- 13. If yes, please describe your experience.

- * 14. Do you possess experience with bulk mailings.
 - Yes

No

15. If yes, please describe your experience.

* 16. Do you possess experience working with a large database(s).

Yes

No

17. If yes, please describe your experience.

* 18. Do you possess experience managing multiple people, tasks, and deadlines?

Yes

No

19. If yes, please describe your experience.

* Required Question