



King County

Invites Applications for the Position of:

Ballot Collection & Logistics Supervisor

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 04/27/18 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 05/13/18 11:59 PM (GMT -8:00)

SALARY: \$31.49 - \$39.91 Hourly

LOCATION: King County Elections - 919 SW Grady Way, Renton, WA 98057-2906

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Elections

JOB NUMBER: 2018-08063

SUMMARY:

This is an amazing opportunity to be engaged in the election process!

The Department of Elections is recruiting a Ballot Collection & Logistics Supervisor. Under the direction of the Elections Services Manager, this position will provide logistical support for ballot collection and the necessary fleet and warehouse tasks aligned with this work. Duties include the supervision of ballot drop box collection program including: planning and logistics for the operations and support of ballot collection, training of short-term temporary staff, dispatching of driving teams and closers, oversee procedures for securely receiving and processing of ballots, and customer relations with vendors and external customers.

NOTE: This recruitment will be used to fill one vacant position and may be used to create an eligibility list for upcoming vacancies as they occur in the next 6 months.

WHO WE ARE: King County Elections (KCE) manages voter registrations and elections for more than 1.3 million voters in King County, the largest vote-by-mail county in the United States. With integrity and a commitment to innovation, we provide all citizens the opportunity to participate in and protect the democratic process. A leader in the field, KCE is focused on three key priorities –

(1) actively identifying and working to remove barriers to voting at both the individual and community level, (2) strengthening relationships with community and governmental partners, and (3) creating a culture of professional growth and development, openness and inclusion. Learn more at www.kingcounty.gov/elections.aspx. You can also find us on [Twitter](#), [Facebook](#), [Instagram](#) and you can learn about current events on our [blog](#).

The Department of Elections is searching for an energetic and resourceful professional who likes to "**get stuff done**". The Ballot Collection & Logistic Supervisor position in the Elections Department combines an exciting, fast-paced environment with the opportunity to **cultivate** talents and **apply** a variety of skills. The ideal candidate will thrive in an **innovative, fast-paced** environment and will not hesitate to roll up both sleeves, **work hard**, have **fun**, and get the job done.

WHO MAY APPLY: This position is open to the general public. The most competitive applicants will be contacted for further steps in the selection process.

WORK SCHEDULE: The Elections Ballot Collection & Logistics Supervisor is a full time 40 hours per week non-exempt position working Monday through Friday and in accordance with the provisions of the Fair Labor Standards Act is overtime eligible. We require the flexibility to work additional hours during peak periods of the Election cycle including nights and weekends. This position requires the ability to travel to other work locations throughout King County with limited or no public transportation services.

REQUIRED MATERIALS: Resume and cover letter are required and should be attached before submitting your application. The cover letter should describe how your education and experience meet the qualifications and have prepared you to perform the functions of the job.

JOB DUTIES:

- Participate in establishing expectations and measurements by using established guidelines to forecast expected returns; propose staffing and ballot collection methods for each election.
- Lead efforts in evaluating and proposing revisions to assigned areas of responsibility, including ballot transportation, warehouse procedures, and others for efficiencies.
- Responsible for receiving and securing ballots at the elections office. This includes the unloading and cataloging of ballots from collection vans, couriers, USPS and any other source.
- Coordinate needs and assignments with supervisors from around the department.
- Supervise the work of assigned staff including motivating, coaching, conducting performance evaluations and recommending disciplinary actions.
- Provides supervision and direction to driving teams and drop box closers, including assigning teams, training and dispatching workgroups, ballot security during transit and troubleshooting emergent issues.
- Oversee and coordinate drop box collection and closing needs with site owners including signage, box integrity and maintenance, election night security and supplies.
- Ensures regulatory compliance with laws, rules and regulations

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Proficient use of Outlook, Word, Excel, SharePoint, and other computerized record keeping systems.

- Knowledge and proficient use of routing or logistical software (Marshall GIS LiGo, ESRI Workforce, etc.)
- Thorough knowledge of the practices, procedures, techniques, legislation and other requirements of the program supervised
- Knowledge of workload planning and scheduling
- Knowledge and skill in supervising, motivating and coaching professional level support staff
- Knowledge of office management practices.
- Knowledge of record keeping, filing systems and the skills to maintain them.
- Skill in streamlining dispatch processes
- Skill in program management
- Skill in conflict resolution, problem solving, and negotiation
- Skill in handling stressful situations effectively while maintaining composure
- Skill in working independently on assigned tasks with minimal or no guidance.
- Skill in maintaining the confidentiality of all sensitive communications.

SUPPLEMENTAL

INFORMATION:

PHYSICAL REQUIREMENTS: The duties in this position are performed in an office setting and may be required to lift at least 20 lbs independently and up to 50lbs in a team setting. Travel to work locations throughout King County with limited or no public transportation services is required.

SUPPLEMENTAL

INFORMATION:

A valid Washington State Driver's License is required to operate King County vehicles. A final offer of employment will be contingent upon the submission of an official Washington State Driving Abstract demonstrating a good driving record and reference check.

King County is proud to be an Equal Employment Opportunity /Affirmative Action employer and we encourage people of color, women, veterans and people with disabilities to apply.

For more information regarding this recruitment, please contact:
 Queniya Lassiter
 Human Resources Analyst
 Email: Queniya.Lassiter@kingcounty.gov
 Phone: 206-477-3773

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Ballot Collection & Logistics Supervisor Supplemental Questionnaire

- * 1. Do you have experience in any of the following areas:
 - Supply/Inventory
 - Mail Processing/Shipping & Receiving
 - Elections Operations
 - Dispatch
 - No experience in these areas
- * 2. Do you have supervisory experience in a dispatch setting?
Yes No
- * 3. Do you have experience using dispatch software?
Yes No
- * 4. If yes, please list the software or program and your experience using it.
- * 5. PLEASE READ: This application requires the following materials be submitted for this position: RESUME AND COVER LETTER. Did you attach and submit and complete all the required items for this job application?
Yes No
- * Required Question