

STATE OF MONTANA  
**CAREERS**

**Position Title:**

**Elections and Voter Services Manager - (18140747)**

**Description:**



The mission of the Office of the Secretary of State is to help commerce thrive, promote democracy, and to record history for future generations.

The Secretary of State's Core Values are to create a healthy work culture, everyone must be responsible for themselves and be accountable for their business unit, everyone is valued and the work we do is a privilege.

This position is open until filled with the first review by April 16th.

This position serves as the Manager of the Elections and Voter Services Division and reports to the Elections and Voter Services Director for the Office of the Secretary of State. This position is responsible for ensuring the integrity of elections, aligning resources with the strategic direction of the Elections and Voter Services Division, interpreting state election laws and ensuring implementation uniformly throughout the state, and interpreting, analyzing, drawing conclusions, identifying trends, and presenting

voting data. This position supervises three positions within the Division and is responsible for all aspects of performance management.

### Cyber Security

- Ensures the integrity of elections
- Provide outreach and training about computer security and email best security practices
- Researches, develops, implements, and maintains strategies, methods, policies and procedures to safeguard Information Technology (IT) systems and information under the control and responsibility of the Secretary of State's Office ensuring compliance with local, state and federal law, regulations, and policies
- Conducts research of new threats and mitigation technologies and implements or provides recommendations. Conducts research of new laws, rules, and policies and implements or provides recommendations.
- Ensures appropriate authorized user and system access controls are in place, by developing, implementing, documenting, and reviewing such access control policies, processes, procedures, systems, interfaces, access lists, and system settings. This includes data exchanges with in-state and external entities and that regulatory compliance is maintained.

### Election and Voter Services

- Responsible for aligning resources with the Elections and Voter Services Division strategic plan and overall direction by aligning the mission, initiatives and overall agency goals and objectives with the Elections and Voter Services Division.
- Interprets and implements state election laws, qualifies candidates, initiatives, referendums, language, and form for/of the ballot; publishes the official state voter-information pamphlet; conducts the official canvass of election results; and trains and guides local election officials. Gathers, interprets and analyzes voter results using statistical techniques. The position turns voter data into meaningful information and insight.

### Qualifications:

A Bachelor's Degree in Business Administration, Public Administration, Information Technology or a field directly related to the study of Elections Management and at least three years of relative work experience.

Must obtain Election Administration Certification within one year of hire.

**Applicant Pool Statement:** If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection.

**Training Assignment:** Not Applicable

**Job:** Information Technology/Computer Science

**Salary:** \$ 75,000.00 - 75,000.00 Yearly

**Benefits Package Eligibility:** Health Insurance, Paid Leave & Holidays, Retirement Plan

**Number of Openings:** 1

**Employee Status:** Regular

**Schedule:** Full-Time

**Shift:** Day Job

**Travel:** Yes, 10 % of the Time

**Primary Location:** Helena

**Agency:** Secretary of State's Office

**Union:** 000 - None

**Bargaining Unit:** 000 - None

**Posting Date:** Apr 5, 2018, 8:21:06 PM

**Closing Date (based on your computer's timezone):** Ongoing

**Required Application Materials:** Cover Letter, Resume

**Contact Name:** Amber Sherman | **Contact**

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The State of Montana has a decentralized human resources system and each agency is responsible for its own recruitment and selection process. An employee or applicant who needs a reasonable accommodation during the application or hiring process should contact the state agency human resources staff identified on the job listing as soon as possible or use the relay service by dialing 711. [Montana Job Service Offices](#) also offer support services including assisting applicants with submitting online applications.

Montana State Government does not discriminate based on race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, physical or mental disability, genetic information, marital status, creed, political affiliation, veteran status, military service, retaliation, or any other factor not related to the merit and qualifications of an employee or applicant.