

Program Manager (Fair Elections)

Job ID	5434	Full/Part Time	Full-Time
Location	1015 Half Street SE	Regular/Tem...	Regular
Date Opened	11/06/2018	Date Closed	11/16/2018
Area of Consideration	Open to Public	Agency	Ofc of Campaign Finance
From Grade	14	Department	Office of Campaign Finance
Type of Appointment	MSS - Reg Appt	Bargaining Unit	CH11
Minimum Rate	\$104,702.00	Maximum Rate	\$146,582.00
Target Openings	1	Available Openings	1

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General Job Information

JOB SUMMARY

The Office of Campaign Finance (OCF), a nonpartisan, independent agency of the District of Columbia Government that enhances the role of District residents in elections. The primary focus of the Office of Campaign Finance is to administer and enforce the campaign Finance Laws of the District of Columbia. The Fair Elections Program Manager assists in the administration of the Program to provide public financing to campaign operations in the District of Columbia, including overseeing the development of an educational component for candidates, treasurers, and the public, and, the timely audit and verification of qualified small dollar contributions for compliance with the requirements of the Fair Elections Amendment Act of 2018 to determine a candidate's qualification to participate in the Program and receive public funding.

The incumbent of this position serves as the Fair Elections Program Manager of the Fair Election Program Division (FEP) of the Office of Campaign Finance. The purpose of the position is to oversee the management of the Fair Elections Program.

DUTIES & RESPONSIBILITIES

- Manages program initiatives through sound program management, and oversees the verification and audit of qualified small dollar contributions for public financing.
- Responsible for planning and coordinating all programs within the Fair Elections Program, to include: verification and audit of qualified small dollar contributions, full field audit of financial and accounting records, and public outreach Program.
- Provides analytical and evaluative expertise by directing the conduct of extensive and complex research, data collection, evaluations, and recommendations.
- Directs and manages the analysis of the Fair Elections Program, projects, and work processes.
- Develops and implements an annual strategic plan that identifies goals, key deliverables, priorities, resource needs, deadlines, and performance metrics for programs and projects administered, including planning for program filing deadlines, City elections, new legislation, and e-filing system implementations to ensure organized and timely completion of work, program effectiveness, and operational efficiency.
- Develops, maintains, and updates the overall strategic plan for the program, including but not limited to, overseeing the development of new audit policies; revising the Audit and Payment Standards, boilerplate letters and reports; and introducing new technology to enhance Audit's work.
- Directs and manages multiple, large-scale projects and long-term projects with competing deadlines, time constraints, and urgent immediate demands, while ensuring a high-level of attention to detail and compliance with agency and auditing standards.

QUALIFICATIONS & EDUCATION

- Bachelor's Degree in Business or Accounting, Statistics, or other closely related field.
- A minimum of four (4) years of related experience
- Supervisory experience required.
- Applicant must have at least one (1) year of specialized experience equivalent to the grade level of CS-13. Specialized experience is experience which is directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.
- Excellent oral and written communication skills sufficient to make presentations
- Experience in preparing and editing: audit work plans, audit documentation, audit findings, briefings and financial audit reports.
- Demonstrated skill and experience in providing leadership in a managerial capacity, and the ability to effectively manage staff.
- Mastery of applicable rules, regulations, policies, and systems related to local campaign finance laws.
- Mastery of and skill in problem-solving, negotiation strategies, and project management.
- Mastery of management skill and experience in planning, organizing, directing and controlling programs.
- Expert knowledge of management principles, procedures, and techniques of analysis and evaluation.
- Knowledge and experience applying Generally Accepted Government Audit Standards (GAGAS). Demonstrated experience and skills in managing financial audits.
- Skills and experience in researching, interpreting and analyzing campaign finance legislation, regulations and procedures sufficient to develop audit program areas and scope.

LICENSE & CERTIFICATION

None.

WORKING CONDITIONS/ENVIRONMENT

The majority of the work is performed in an office setting

OTHER SIGNIFICANT FACTORS

MSS At-Will Statement: Position s in the Management Supervisory Service (MSS) serve at the pleasure of the appointing authority and may be terminated at any time with or without cause.