



Candidate & Jurisdiction Coordinator (Program Supervisor II)

DEPARTMENT: KCE - King County Elections
SALARY: \$78,209.00 - \$99,134.00 Annually
LOCATION: King County Elections - 919 SW Grady Way, Renton, WA 98057-2906
JOB TYPE: Career Service, Full Time, 40 hrs/week
CLOSING DATE: 01/20/20 11:59 PM

SUMMARY:

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

The Department of Election is recruiting a Candidate & Jurisdiction Coordinator. This position will be responsible for the supervision of the candidate and jurisdiction program including the planning and coordination of the candidate and ballot measure and voters' pamphlet filing processes. This position also oversees the ballot build, insertion and delivery processes; training of short-term temporary staff; and customer relations with vendors and external customers.

King County Elections (KCE) manages voter registration and elections for more than 1.3 million voters in King County and is the largest vote-by-mail county in the United States. KCE's mission is to conduct fair, open and accurate elections. As a leader in providing inclusive elections, 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

The Department of Elections is searching for an energetic and resourceful professional who likes to **get stuff done**. The Candidate & Jurisdiction Coordinator in the Elections Department combines an exciting 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 and all King County employees.

Materials Required to Apply: Applicants must submit a **(1) King County Application**, **(2) Resume**, and **(3) Letter of Interest**. The letter of interest should describe how your education and experience meet the qualifications and have prepared you to perform the essential functions of the job. Applications without the required materials may not be considered for this position.

Work Schedule: The standard workweek for this position is Monday through Friday, 40 hours per week. We require the flexibility to work additional hours during peak periods of the election cycle. This position is exempt from the provisions of the Fair Labor Standards Act and is therefore not eligible for overtime.

JOB DUTIES:

- Lead efforts in evaluating and proposing revisions to assigned areas of responsibility, such as candidate filing, ballot build, and insertion.
- Coordinate needs and assignments with supervisors in the department.
- Supervise the work of assigned staff including motivating, coaching, conducting performance evaluations and recommending disciplinary actions.
- Develop schedules, set objectives and goals, and coordinate with internal customers for assigned areas of responsibility including ballot build, insertion and voters' pamphlet.
- Present information to candidates, jurisdictions and other external customers by providing information, making presentations, and answering questions.
- Ensures regulatory compliance with laws, rules and regulations governing elections processes.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Strong written and verbal communication skills, including the ability to summarize complex issues succinctly.
- Ability to work in a fast-paced environment and take initiative on projects.
- Ability to manage quickly changing priorities and information.
- Strong planning skills and problem-solving ability.
- Skills in handling a number of projects or tasks simultaneously, managing priorities, meeting deadlines, and meeting or exceeding goals.
- Knowledge of workload planning and scheduling.
- Knowledge and skill in supervising, motivating and coaching professional level support staff.
- Excellent customer service skills with the ability to meet the requirements and expectations of internal and external customers. Ability to interact with different types of people and build and maintain effective relationships.
- Skill in program management.
- Skill in handling stressful situations effectively while maintaining composure.
- Skill in working independently on assigned tasks with minimal or no guidance.
- Proficient use of Outlook, Word, Excel, SharePoint.

Most competitive candidates will have demonstrated the following experiences:

- Experience supervising elections daily operational functions.
- Knowledge and experience with local and state voter databases.
- One year of experience in the following technology systems – Clear Ballot and Democracy Live.

SUPPLEMENTAL INFORMATION:

Travel to work locations throughout King County with limited or no public transportation services is required. A valid Washington State Driver's License is required to operate King County vehicles.

For more information regarding this recruitment, please contact:

Reeshema Lewis
 Sr. HR Business Partner
 Email: Reeshema.Lewis@kingcounty.gov
 Phone: 206-263-8413

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.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2019RL11100
CANDIDATE & JURISDICTION COORDINATOR (PROGRAM
SUPERVISOR II)
RL

King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404

Talent@kingcounty.gov

An Equal Opportunity Employer

**Candidate & Jurisdiction Coordinator
(Program Supervisor II) Supplemental
Questionnaire**

- * 1. Do you have experience managing a program?
 - Yes
 - No
- * 2. If you answered yes to the question above, please describe your program management experience. Be specific and include the types of programs you managed where you gained this experience. If you do not have this experience then type N/A.
- * 3. Do you have experience supervising, motivating, and coaching professional level support staff?
 - Yes
 - No
- * 4. If you answered yes to the question above, please describe your experience supervising staff. Be specific and include the number of years of experience and the type of staff you supervised. If you do not have this experience then type N/A.
- * 5. This position requires a RESUME and LETTER OF INTEREST. If you have not yet attached or pasted in your resume and letter of interest you may still do it at this point in the application process. Have you included a resume and letter of interest with your application?
 - Yes
 - No
- * Required Question