



LANE COUNTY
invites applications for the position of:

Elections Supervisor (N3014)

SALARY: \$58,552.00 - \$86,132.80 Annually

OPENING DATE: 02/09/19

CLOSING DATE: 02/25/19 05:00 PM

DESCRIPTION:

Lane County is hiring a Program Supervisor to work in Elections, a Division of the County Clerk. The Division of the County Clerk administers all federal, state, and local laws as they apply to conducting elections, voter registration, and related processes. The ideal candidate will be a confident team leader who possesses a proven track record of integrity and a commitment to excellence. If you have exceptional communication skills and strong attention to detail, we encourage you to apply!

This is a fully performing professional level in the assigned field or discipline requiring specialized technical skills and a solid knowledge of principles and practices in the program area. Incumbents have professional responsibility for coordinating program activities; serving as a liaison and/or advocate to internal/external customers; and assisting in program policy and procedure development, ensuring compliance with regulatory guidelines, and/or contract management. Incumbents may have formal supervisory responsibilities over professional, technical and/or support staff.

****You are required to upload a COVER LETTER for this position. If not attached, your application will not be considered. ****

Please ensure your cover letter addresses the following questions:

1. Describe your experience coordinating and scheduling staff for a complex project. Describe the scope of the project in terms of complexity, staff and length of time to complete. (Include the employer, dates of service, and your position.)
2. Describe your supervisory experience, including the number of staff supervised, and type of work. (Include the employer, dates of service, and your position.)

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Schedule: Monday - Friday; 8:00am - 5:00pm, some evening and week-end work required during key elections.

This position is non-represented

In alignment with Lane County's Strategic Plan, incumbent(s) will be expected to demonstrate the following core behaviors: Passion to Serve, Driven to Connect, and Focused on Solutions.

This [2018-2021 Strategic Plan](#) focuses on the areas that Lane County will pursue as a way to deliver on our vision for the residents of Lane County. To meet these challenges, we know that the basis of our efforts lies in leveraging our people and partnerships to achieve our Strategic Priorities. We also recognize that the quality and commitment of our staff is essential to a shared future where Lane County is the best place in which to live, work, and play.

EXAMPLES OF DUTIES - DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

(These duties are a representative sample; position assignments may vary.)

1. May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2. Coordinates, supervises, and evaluates day-to-day operations of an assigned program; ensures compliance with applicable internal and external requirements; manages applicable contracts associated with program operations.
3. Coordinates the development and administration of program goals, objectives, activities, and strategic initiatives; assesses consequences and outcomes of program initiatives.
4. Serves as a liaison with clients and external agencies; represents the County and program on a variety of committees, events, advocacy groups, and/or other related groups.
5. Participates in the preparation and administration of the program budget; prepares cost estimates and submits justifications for budget items; monitors and controls expenditures.
6. Researches grant opportunities; writes grants; monitors compliance of grant requirements.
7. Compiles and analyzes data; prepares and reviews related reports and correspondence.
8. Negotiates, coordinates, monitors, and adjusts a variety of contracts; develops, reviews, and implements RFPs for contractual services.
9. Conducts research to identify emerging needs, trends, and services related to assigned area of responsibility.
10. Designs and implements marketing and/outreach strategies to ensure public exposure to program offerings.
11. Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

Knowledge of: (position requirements at entry):

- Marketing principles;
- Research methods;
- Applicable Federal, State, and local laws, rules, ordinances, statutes, and regulations;
- Record keeping principles;
- Public relations principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Basic budget administration principles;
- Program coordination principles and practices;
- Advanced principles of assigned area of responsibility;
- Analytical methods and techniques;
- Report preparation methods;
- Grant and/or contract administration practices;
- Area resources;
- Strategic planning principles;
- Program/project management principles and techniques.

Skills in: (position requirements at entry):

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Preparing a variety of reports;
- Compiling and analyzing data;
- Monitoring a budget;
- Planning, coordinating, and managing program activities;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds;
- Gathering, interpreting and behaviorally adapting to cultural contexts;
- Conducting research and needs assessments;
- Managing and administering grants and/or contracts;
- Speaking in public;
- Conducting outreach activities;
- Preparing informational and marketing materials;
- Conducting negotiations;
- Interpreting complex documents.
- Identifying emerging trends, needs, and services;
- Assessing the consequences and outcomes of program initiatives;
- Ensuring compliance with applicable internal and external program requirements;
- Using a computer and applicable computer applications;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

- Positions in this class typically require: driving, grasping, talking, hearing, seeing, and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be subject to travel.

EXPERIENCE AND TRAINING; ADDITIONAL INFORMATION:

(positions in this class typically require):

Bachelor's Degree in related field and three years of progressively responsible experience related to area assigned, including lead or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Some positions may require a Master's

Degree specific to area assigned.

Licensing Requirements:

- Oregon Driver's License;
- Professional licensure or certification related to the area assigned.

Notes: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

TOBACCO FREE CAMPUS POLICY

The Board of County Commissioners wants to help Lane County be the healthiest county in the state. Effective October 1, 2018, any tobacco use, including vaping devices, will not be allowed inside or on the grounds of properties owned or occupied by Lane County including: All outdoor areas, parking lots, County vehicles, and personal vehicles while on County property.

EQUAL EMPLOYMENT OPPORTUNITY

Lane County is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Amendment Act and would like to request an accommodation, you may request an accommodation during the online application process, or request an accommodation by contacting the Department of Human Resources prior to the recruitment close date at 541-682-3124.

VETERANS' PREFERENCE:

Under Oregon law, armed forces veterans may be eligible for preference in employment or promotion, if you think you qualify please submit a copy of your DD214 or 215 (long form / Member Copy-4) that reflects your honorable separation status, and if disabled, a public employment preference letter from the U.S. Department of Veterans Affairs. These documents must be electronically attached to your online job application, at the time of submittal, to receive preference. If we do not receive the necessary information as described, we will NOT be able to grant you veteran points/preference you request.

HOW TO APPLY:

Please visit our jobs site at <https://www.governmentjobs.com/careers/lanecountyor> to submit an online application. Applications and any requested supplemental information must be received by 5 p.m. on the closing date.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.lanecounty.org>

Position #201900033
ELECTIONS SUPERVISOR (N3014)
LV

125 E 8th Avenue
Eugene, OR 97401
(541) 682-3124

laura.vinson@co.lane.or.us

Elections Supervisor (N3014) Supplemental Questionnaire

- * 1. I acknowledge that I have fully completed my application AND attached the required cover letter and resume as instructed in the posting. Please Note: Your cover letter and resume are reviewed independently from your application.
 - I agree
 - I disagree (please note; by not attaching the required documentation your application will not be referred for further consideration.)

* Required Question

