



**Snohomish County**  
Auditor's Office

Snohomish County  
Invites applications for the position of:

## **Elections and Voter Registration Manager**

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**SALARY:** \$86,276.51 - \$121,913.40 Annually

**OPENING DATE:** 11/15/19

**CLOSING DATE:** Continuous

**LOCATION:** Snohomish County Auditor's Office, Elections and Voter Registration, 3000 Rockefeller Avenue, Everett WA 98201

**JOB TYPE:** Full-Time, 40 hours/week

Open Continuous – Successful candidate would start on or after 1/2/2020

Apply online at <https://www.governmentjobs.com/careers/snohomish>

### **DESCRIPTION:**

The Snohomish County Auditor's Office is seeking an experienced, collaborative professional to be our next Elections and Voter Registration Manager. The mission of the Elections and Voter Registration Divisions is to conduct fair, accountable elections and encourage people to understand and participate in the voting process.

The successful candidate will manage a staff of ten, a budget ranging from \$3 to \$6 million dollars (depending on the election year) and will be part of the Auditor's Office leadership team. The successful candidate will have a deep commitment to ensuring accessible, nonpartisan, secure, transparent elections and a focus on team success.

Employees of the Auditor's Office commit to the following: knowing and performing our jobs well; trusting that we all have good intentions; seeking the experience and perspective of others; showing kindness and patience with customers and colleagues; pursuing honest and considerate communication; and embracing opportunities for improvement.

If you want to join a team that emphasizes exemplary customer service, subject matter expertise and continuous improvement, then this job is for you! The successful candidate should be available to start on or after January 2, 2020.

For more information about living and working in Snohomish County, Washington go to [www.seattlenorthcountry.com/cities/](http://www.seattlenorthcountry.com/cities/)

### **BASIC FUNCTION**

Plans, directs and manages the operations of the Elections and Voter Registration Division of the Auditor's Office.

## **JOB DUTIES:**

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops, implements and updates program goals and policies and procedures for the Elections and Voter Registration Division.
2. Reviews and evaluates work performance; develops performance measures and standards; coaches, counsels and disciplines staff as necessary.
3. Oversees the recruitment, selection and training of seasonal elections staff.
4. Interprets federal and state elections law and county code related to elections practices.
5. Analyzes elections data for strategic planning and program development.
6. Promotes the division through County website and other means and provides elections information to the media as necessary.
7. Conducts regularly scheduled staff meetings, prepares management reports, develops annual division budget requests, and manages budgets.
8. Advocates for and implements change to state election laws and administrative rules.
9. Serves as subject matter expert on elections technology and hardware.
10. Represents Snohomish County on state and county election committees, commissions and task forces.
11. Speaks on election related matters before the state legislature, county council, local officials, and at community group events.
12. Determines charges and prepares invoices associated with elections and voter registration costs for jurisdictions and junior taxing districts.
13. Presents election information to Snohomish County's Canvassing Board; prepares and submits official state and county election documents.
14. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in management, business, public administration or a related field; AND four (4) years of management experience in a government or business office; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities.

### PREFERRED QUALIFICATIONS

Two (2) years of experience in elections administration preferred.  
Certification in elections administration preferred.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License.

Must acquire and maintain election administrator certification through the Washington State Office of the Secretary of State within three (3) years of hire.

## **ADDITIONAL INFORMATION:**

### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of management and personnel administration
- principles and practices of statistical analysis and data driven decision-making
- principles and practices of continuous improvement
- Microsoft Office Suite and database management
- budget and program planning concepts
- project management techniques
- federal, state and local election laws
- customer service techniques and principles

Ability to:

- interpret and apply laws, rules, and policies governing division operations
- initiate change and take effective action to correct deficiencies
- exercise sound judgment
- solve challenges in an objective, efficient and professional manner
- maintain effective work relationships with staff, colleagues, government officials, the media, candidates, elected officials, and the general public
- communicate effectively both orally and in writing
- present elections information to county council, the executive, the media and the public
- analyze data accurately
- present information to colleagues, stakeholders and the public
- interact with others using courtesy, tact, compassion and diplomacy
- work effectively with elections related vendors
- oversee elections technology contracts and maintenance agreements
- delegate tasks responsibly
- promote continuous improvement practices
- prioritize and work on multiple projects concurrently
- prepare correspondence, reports and other written materials

### SUPERVISION

The employee exercises independent judgment and discretion in carrying out assignments and special projects. The employee receives general direction from the Auditor and/or the Chief Deputy Auditor. The work is reviewed through meetings, periodic status reports and by evaluation of results obtained.

### WORKING CONDITIONS

The majority of the work is performed in the usual office environment. Travel is required to attend conferences and meetings. The employee is required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)