BENEFITS

We place cookies, including third-party cookies, to provide a personalized experience.

QUESTIONS

Applying as:

Job Details

Support

Accessibility

Additional Information

A quick glance at our available compensation and benefits:

- Plus paid vacation, holiday, and sick leave; and a great work-life balance!
- Deferred Compensation 457b Plan with employer contribution and optional employee contribution.
- Employer paid retirement contribution towards Oregon PERS.
- Employer paid Long Term Disability coverage.
- Employer paid Life and AD&D insurance coverage, plus optional supplemental available for employee/spouse.
- The Vision plan is embedded in the medical plans.
- Choose between two dental group plans – MODA or Willamette.
- Annual salary range of $59,404 - $89,119; Depending on qualifications and experience.
- The County funds up to $1400 for the HSA or HRA account.

Benton County is an equal opportunity, affirmative action employer committed to workforce diversity, fair employment practices and non-discrimination, including disability, protected veteran status, sexual orientation, gender identity or source of income.

Benton County is committed to work force diversity, fair employment practices and non-discrimination, including disability, protected veteran status, sexual orientation, gender identity or source of income.

We do not discriminate on the basis of race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income.

Elections & Passports Manager (PM42)

Position Summary

Manages and oversees the day-to-day operations of the Elections and Passport Division and assists the director with a variety of related activities. Provides strategic direction to all personnel and duties associated with the Elections and Passport Division.

Classification:

Management

Job Type

Permanent Full-time (01)

Salary

$59,404.00 - $89,119.00 Annually

Job Number

Permanent Full-time (01)

Closing

Permanent Full-time (01)

Location

Corvallis, OR

Job Description

Elections and Passport Division Operations

Essential Duties

- Serve as subject matter expert and provide consultation on complex election & passport requirements.
- Develop and deliver presentations, media materials for interviews regarding election and passport issues, in collaboration with the County PIO and Clerk.
- Assist the County Clerk, Secretary of State, and Department of State with reports and materials.
- Ensure elections that are conducted are compliant and within the standards of the Oregon Revised Statutes and Oregon's Vote-by-Mail Manual.
- Effectively build relationships with the candidates, political parties, petitioners, cities and special districts to ensure election process and materials comply with governing statutes.
- Manage and oversee equipment and software maintenance for elections, events and activities.
- Develop division budget and contract management.
- Manage and oversee the day-to-day operations of the Elections and Passport Division and assists the director with a variety of related activities.
- Provide strategic direction to all personnel and duties associated with the Elections and Passport Division.
- Manage and oversee equipment and software maintenance for elections, events and activities.
- Develop division budget and contract management.
- Assists the Department Director/County Clerk in overseeing operations in the Records & Elections department.
- Manage Records & Licenses division.
- Relocation assistance may be provided depending on distance.
- The following minimum qualifications are required:
- Bachelor's degree from an accredited college or university in a field related to area of assignment.
- Valid Oregon driver's license.
- 5 years of progressively responsible professional experience in area of assignment.
- Knowledge of Microsoft Office products, Adobe designer, Geographic Information Systems and the Oregon Centralized Voter Registration System.
- Oregon Association of County Clerk - Certified Election Administrator, Certified Recording Administrator and/or Certified County Clerk, equivalencies from other states and national certification also accepted.

Additional Information

- An equivalent combination of education and experience may be accepted.
- Communication, Public Relations
- Election Operations
- Other

Contact the Benton County Human Resources Department by calling (541)766-6081 or email recruiting@co.benton.or.us.