



ELECTION SUPERINTENDENT

AUDITOR'S OFFICE

POSTING # 21-11

MASON COUNTY EMPLOYMENT OPPORTUNITY

Opening Date: March 24, 2021

Open Until Filled

Review Date: April 7, 2021

Monthly Salary: \$5,174-\$6,140

JOB SUMMARY (Full position description is available at the Human Resources Department. Contact info. below)

The Election Superintendent is responsible for the overall management, supervision, and implementation of all facets of voter registration and of all federal, state, and local elections. This includes the preparation, distribution, processing, and tabulation of ballots, ballot and election security, and secrecy of each voter's ballot. All of these tasks must be performed while maintaining accuracy, efficiency, and transparency. This position must utilize county and grant funds in the most effective way to implement short and long-term goals, organize personnel, facilities, and time to assure optimum services to Mason County. This position requires a high level of complex computer skills and the ability to be the public face of the department.

EXAMPLES OF DUTIES (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of these classes)

Oversees all aspects of the election process to ensure all operations comply with Washington State laws, rules, and regulations. Researches, analyzes, and makes recommendations regarding multidimensional problems, such as: implementing legislative directives, developing policies and procedures, developing and implementing systems, formulating goals and objectives, resolving complex issues while meeting customer needs. Performs a wide scope of complex duties and responsibilities in the management of the Election Department, exercises independent judgment, and has delegated decision-making authority and delegated budget authority. Monitors current elections technology/trends, manages cyber and other security threats, oversees the management of the existing computerized systems, direct the planning, development and implementation of new automated systems and processes.

MINIMUM REQUIREMENTS

Bachelor of Arts degree. Two years of government management experience with public contracts, budget, and expense responsibility. One year of supervisory experience. Additional and/or other experience may be substituted for education or required experience. Valid Washington State Driver's License and ability to be bonded. Election Certification obtained through the Office of the Secretary of State within two years of hire.

APPLICATION & SELECTION PROCESS

Applicants are required to submit a Mason County Application to the Human Resources Department. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened based upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. **Only those candidates chosen for interviews will be contacted.** Please read the reverse side for additional information. *This selection process may be subject to change.*

Return Applications to: Mason County Human Resources

Mailing Address - 411 North 5th Street, Shelton, WA 98584

Physical Address - 423 North 5th Street, Shelton, WA 98584

humanresources@co.mason.wa.us Phone-(360) 427-9670 X 290 Fax-(360) 427-8439

Equal Opportunity - Affirmative Action Employer

Drug Free Work Environment

This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.

Application Instructions – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department on or before the closing date. Completed applications should be submitted via regular mail to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, Dropped off at our Human Resources Building #9 – 423 N 5th Street, Shelton, WA 98584, E-mailed: humanresources@co.mason.wa.us or faxed to 360-427-8439. Mailed applications must be postmarked no later than the closing date. Applicants should keep a copy of their completed application and any supplemental pages

Applicant Qualifications – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

Authorization to Work – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

Work Environment – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

“At-will” Positions – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. However the County cannot discriminate an employee in conjunction with his/her termination.

Affirmative Action/Equal Employment Opportunity – Mason County is an equal opportunity employer committed to fair employment practices without regard to race, color, religion, creed, sex, age, marital status, national origin, veteran services, or individuals with disabilities.

Accommodation – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 290.

Health Insurance – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

Paid Leave – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

Retirement Plan – All regular Mason County employees are enrolled in the Washington State Public Employee's Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.