



OREGON SECRETARY OF STATE'S RECRUITMENT

# Elections Director

## INTRODUCTION

Are you ready to put your experience in election administration, management, and practical skills to work leading an election division in a state that prides itself on its innovative election policy? Would you like to be part of a new, principled, equity-driven administration that is committed to empowering the public through election education, access, policy, and outreach? The State of Oregon is looking for you.



**\$8842 - \$14378/Month**  
NON-PERS/MONTH



**\$9371 - \$15240/Month**  
PERS



**Elections Director**  
WORKING TITLE



**Principal Executive  
Manager H**  
CLASSIFICATION



**Z0714**  
CLASS NUMBER



**REQ-57954**  
ANNOUNCEMENT NUMBER

## WHAT YOU WILL DO

This is an extremely visible, high profile position that serves at the pleasure of the elected Secretary of State. This position reports to the Deputy Secretary of State and serves as a member of the Agency's executive management team.

As the Elections Director for the State of Oregon you will:

- Ensure all election-related processes run smoothly and fairly, including initiative petitions, campaign finance, complaint response.
- Support election officials, legislators, members of the public, the media, and others with your election expertise.
- Ensure agency compliance with all relevant state and federal mandates.
- Support and encourage counties, candidates, campaigns, and voters to comply with election laws and procedures.
- Protect all election systems from outside interference; oversee development of programs to proactively combat misinformation campaigns and mitigate with accurate resources via multiple channels.

## WHAT YOU WILL DO CONT.

- Procure new Oregon Central Voter Registration System.
- Write policies, recommendations, strategic plans, and draft legislation.
- Manage a yearly budget of approximately \$10 million and lead a team of approximately 40 people.
- Connect with employees to establish relationships to promote a strong division culture.
- Identify, needed skill sets to ensure employees are engaged and receive the necessary support, coaching, development, and training for continuous success.
- Maintain and improve the culture of voting in Oregon.

## To Qualify

**Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed.**

**Your application must demonstrate experience in the following:**

**Eight years** of management experience in elections administration which included responsibility for each of the following:

- a)** development of program rules and policies,
- b)** development of long- and short-range goals and plans,
- c)** program evaluation, **and**
- d)** budget preparation.

In the "Work History" section on your application, you must clearly describe your experience in each of the a), b), c), d) areas listed. Failure to provide this information may result in eliminating your application from further consideration.

**As the most competitive candidate, your application will demonstrate the following requested skills and experience:**

- Demonstrated understanding of election law, policy, and technology in a practical context.
- Demonstrated success working with multiple stakeholders, including County election officials, voters, and community groups.
- Demonstrated familiarity/experience with current cybersecurity threats and trends.
- Demonstrated ability to empower the public through civics education and other cultural initiatives to connect people to elections.
- Promote and maintain an inclusive, diverse, welcoming, and discrimination/harassment-free workplace.
- Contribute to a positive, respectful, and productive work environment with an equity lens focus.
- Establish and maintain professional and collaborative working relationships with all contacts and staff.
- Possess highly developed verbal and written communication skills.
- Act ethically always in accordance with the very highest standards of integrity.
- Promote a team-oriented environment with participative decision-making and collaborative interactions among staff and management.

If you are unsure whether you meet the qualifications of this position, please feel free to contact us to discuss your application.

## **IMPORTANT TO NOTE**

An American Review of Politics [study](#) declared “Oregonians have maintained their overwhelming support for vote-by-mail elections — in particular, women, Independents, Republicans, and older voters.” In a survey, eighty-one percent of Oregonians favored a vote-by-mail system over traditional voting at poll booths.

In 1998, Oregon was the first state in the nation to adopt universal vote-by-mail. In 2016, Oregon became the first state in the nation to implement automatic voter registration. The next Oregon Election Director will help us continue to lead the nation in voter access.

This recruitment announcement will be used to establish a list of qualified candidates to fill the current vacancy and may be used to fill a future vacancy for the following position:

## Minimum qualifications



### Elections Deputy Director

(PEM F)



**\$6941 - \$11276/Month**  
SALARY

**Four years** of management experience in elections administration which included responsibility for each of the following:

- a)** development of program rules and policies,
- b)** development of long- and short-range goals and plans,
- c)** program evaluation, and
- d)** budget preparation.

**OR**

**Three years** of management experience in elections administration which included responsibility for each of the following:

- a)** development of program rules and policies,
- b)** development of long- and short-range goals and plans,
- c)** program evaluation, and
- d)** budget preparation;

**AND**

45-48 quarter hours; (30-32 semester hours) of graduate level coursework in management.

In the "Work History" section on your application, you must clearly describe your experience in each of the a), b), c), d) areas listed. Failure to provide this information may result in eliminating your application from further consideration.

## OUR COMMITMENT

# To Our Employees

The Oregon Secretary of State offers competitive compensation and a benefits program that demonstrate our dedication to employee wellness.



PERS



PEBB BENEFITS



OSGP

### CORE BENEFITS

- Health, dental, prescription and vision insurance
- Flexible spending accounts (FSA)
- Employer-paid \$10,000 basic life insurance policy
- Additional available coverage includes:
  - Long- and short-term disability plans
  - Accidental death and dismemberment plans
  - Long-term care insurance
  - Employee Assistance Program (EAP)

### PAID TIME OFF

- Ten holidays
- 24 hours of personal business leave
- Vacation leave and sick leave earned monthly

### WORK ENVIRONMENT

- Alternate work schedules
- Telework opportunities
- Work/life balance

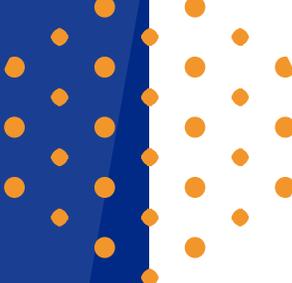
- Business casual attire
- Supportive and collaborative work environment

### EMPLOYEE DEVELOPMENT

- Education and certification base pay differentials
- Training and development opportunities, including cross-training, job rotations and job sharing
- Lean approach, which encourages innovation, calculated risk-taking and business process improvement

### RETIREMENT DEFERRED COMPENSATION & COLLEGE SAVINGS PROGRAM

- Public Employees' Retirement Systems (PERS)
- Oregon Savings and Growth
- Oregon College Savings Plan



## HOW TO **Apply**

**To apply for this position please submit the following information:**

- A current resume
- A cover letter describing your interest in the position and your qualifications in the following:

**1**

Developing strategic policy recommendations, direction and proposals to promote successful execution of objectives.

**2**

Creating and maintaining a high performance environment through positive leadership and a strong team orientation.

**3**

Presenting information to public audiences, media and legislators.

**4**

Establishing and maintaining effective working relationships with county clerks, other local and state officials, employees, stakeholder groups, and the general public.

**Current state of Oregon employees must apply in Workday under the Career worklet here:**

**[APPLY HERE](#)**

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**Non-state of Oregon employees must apply here:**

**[APPLY HERE](#)**





# ABOUT THE AGENCY

**The Oregon Secretary of State is one of three constitutional offices created at statehood. As an independent constitutional officer, the Secretary of State answers directly and solely to the people of Oregon.**

## THE SECRETARY'S VISION

The Secretary of State's agency will lead with authenticity and accessibility. We are committed to creating a better Oregon by reducing barriers to participation in civic life, democracy, and business ownership, auditing scarce state resources to ensure they make a difference in the lives of Oregonians who need them most, and preserving our state history with honesty—both celebrating the best of our past, while facing the stains of our history with humility and accountability.

## OUR MISSION

The Secretary of State is committed to:

- Upholding the Constitution and the laws of the state of Oregon.
- Leading with equity, inclusion, and an emphasis on historically underserved communities.
- Increasing access by reducing barriers to voting and participation in civic life. Promoting the successes of Oregon's secure voting system, vote by mail and automatic voter registration.
- Auditing the performance and finances of public revenues and programs to ensure Oregon is using its precious resources to serve those most vulnerable and repairing systemic inequities.
- Building Oregon's economy on the principles of business and economic equity, valuing established companies, providing small business assistance, and fostering an environment where all businesses can grow, prosper, and create family-wage jobs.
- Preserving historical and public documents with the involvement of Oregon's nine federally recognized tribes and other stakeholder input.
- Communicating our work in a way that is accessible and reduces barriers to engagement by all Oregonians. candidates, campaigns, and voters to comply with election laws and procedures.
- Protect all election systems from outside interference; oversee development of programs to proactively combat misinformation campaigns and mitigate with accurate resources via multiple channels.



## THE WILLAMETTE VALLEY

The Willamette Valley and surrounding area is rich in recreational activities with many parks, rivers, lakes, and mountains to enjoy. Hiking, fishing, hunting, biking, boating, equestrian, kayaking and whitewater rafting, and organized children’s sports and activities abound. Salem is also home to many artisan markets, theatres, museums, art and music festivals, and the Oregon State Fair. A short drive to the east of Salem is world-class skiing in the Cascade Mountains. To the west are

many beautiful public beaches on the Pacific Ocean. An hour’s drive north of Salem is Portland, Oregon’s cultural hub and largest city. To the south, are the breathtaking rivers and canyons of the beautiful Rogue Valley. The south also hosts many cultural events such as the world-renowned Oregon Shakespeare Festival, held every summer in the quaint college town of Ashland.

**Explore what the Willamette Valley has to offer:**



**THE WILLAMETTE VALLEY**



**SALEM**



**WILSONVILLE**



**PORTLAND**

## WE VALUE

- We value the people of Oregon: our staff and their families, our communities, and our public officials.
- We value the character of Oregon: equity, innovation, sustainability, and inclusion.

The Secretary of State employs approximately 200 full-time, part-time, and temporary employees. The Secretary oversees the functions of seven program divisions: Archives, Audits, Corporations, Elections, Business Services, Information Systems, and Human Resources.

For more information about the Oregon Office of Secretary of State, please visit: State of Oregon: [Oregon Secretary of State - Home](#)

See our current job listings and internship opportunities, compensation, and benefits here: [Careers with the Secretary of State](#)





## **ADDITIONAL INFORMATION:**

The state of Oregon has moved to an online application system, Oregon E-Recruit System. All current employment opportunities can be found on the Oregon job opportunities page for non-state of Oregon employees.

Application materials must be received by the close date and must be complete and legible. The Secretary of State's office is not responsible for materials that are late, misdirected, illegible or missing as a result of transmitting through the State of Oregon, Workday system. No exceptions will be made.

Please pay special attention to the application instructions in the announcement to ensure your application materials are submitted correctly.

Additional applicant screening will depend on the number of qualified applications received. Screening may include skills testing, the results which may be used as part of the applicant evaluation process.

Candidates whose background most closely matches the qualifications and required/requested skills of this position will be invited to an interview.

Successful candidates must pass a criminal history check. Adverse background data may be grounds for immediate disqualification.

Eligible veterans who meet the qualifications will be given veterans' preference. For further information, please see the following website: [Veteran Resources](#). You may also call the Oregon Department of Veterans' Affairs at 1-800-692-9666.

The Secretary of State does not offer VISA sponsorships. Within three days of hire, you will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States.

The salary listed is the non-PERS qualifying salary range. If the successful candidate is PERS qualifying, the salary range will reflect the additional 6%.

## **QUESTIONS?**

For additional information you may contact us at [Sarah.Manring@oregon.gov](mailto:Sarah.Manring@oregon.gov).

**The Oregon Secretary of State is an equal opportunity, affirmative action employer committed to a diverse work place.**

