CAMPAIGN FINANCE LEAD

$5,167 - $7,937
Month/Non-PERS*

$5,477 - $8,413
Month/PERS

Remote working arrangement available upon manager approval

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.

OUR MISSION

Build trust between Oregonians and their state government so Oregonians can trust the public services and the public servants who can make a difference in their everyday lives.

OUR VISION

We envision an Oregon without barriers where everyone has equitable access to our democracy, available tools to achieve economic success, our state resources are efficiently utilized and accountable to the public, and where we honestly acknowledge our state’s history.

We lead with our values and believe every voice should be heard.

OUR VALUES

Access For All
We seek to identify and actively eliminate barriers.

Authenticity
We are honest and true with ourselves and others.

Clarity
We share stories, using plain language to increase understanding and impact.

Respect
We strive to understand all viewpoints.

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, Corporation, 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
POSITION DESCRIPTION

In this role, you will provide regulatory compliance oversight and enforcement of Oregon election law. As the Campaign Finance Lead, you will work under the direction of the Elections Program Manager. You will guide and perform tasks associated with day-to-day operations of the Campaign Finance program’s internal and external services. This is accomplished in part by, but not limited to:

• Serving as subject matter expert and point-person for programs related to campaign finance and campaign finance investigations.

• Drafting, reviewing, and updating program related policies, administrative rules, directives, and procedure manuals to meet both state and federal constitutional and statutory mandates.

• Guiding the routine work related to issuing proposed penalty notices, final orders, and other related documents for violations of campaign finance regulations.

• Reviewing, assessing, processing, and managing election law complaints related to campaign finance.

• Creating, updating, and maintaining procedures and standards for investigations, and provide direction to staff on those procedures and standards.

• Serving as program related subject matter expert for electronic applications and systems including the Oregon Elections System for Tracking and Reporting (ORESTAR) and case management databases.

For explicit duties, please request a copy of the position description from sarah.manring@oregon.gov.

CLASSIFICATION: Compliance Specialist 3
WORKING TITLE: Campaign Finance Lead
CLASS NUMBER: C5248
ANNOUNCEMENT NUMBER: REQ-87658

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

*The salary listed is the non-PERS qualifying salary range. If the successful candidate is a member of the Public Employees Retirement System (PERS), the salary range is increased by 6% to pay the 6% employee PERS contribution.
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 education and/or experience in the following:

Five years experience doing administrative research that included compiling and evaluating facts to recommend management action, or decide compliance or eligibility with program guidelines and regulations. Three of the five years must be above the technical support level.

College-level course work may substitute for experience on the basis of 45-quarter units per year, up to a maximum of three years.*

*All applicants must submit a copy of all transcripts with their application to receive credit for college degrees or coursework at the time of hire. Credits must be from an accredited college or university. Transcripts must include name, coursework and indicate that a degree was obtained. On-line transcripts are acceptable.
As the most competitive candidate, your application will demonstrate the following skills and experience:

- Strong interpersonal skills – outgoing and personable and ability to build rapport easily with others.

- Organizational skills – ability to plan work and follow up on task assignments while meeting overlapping deadlines in a fast-paced, politically sensitive environment.

- Effective presenter/communicator - ability to cultivate and maintain a positive, professional, diverse, and learning environment focused on continuous improvement and feedback.

- Demonstrated in-depth knowledge of, or the aptitude to quickly obtain an in-depth knowledge of Oregon election laws.

- Excellent written and verbal communication skills – ability to communicate clearly and concisely in order to engage with a wide and diverse audience.

- Proven ability to promote a team-oriented environment with participative decision-making and collaborative interactions among team members.

- Demonstrated skill and understanding leading teams in a hybrid work environment.
HOW TO APPLY

This recruitment will close on Monday, February 28st, 2022 at 11:59 pm.

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

Non-state of Oregon employees must apply here:
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.

VETERAN’S PREFERENCE:
Eligible veterans who meet the qualifications will be given veterans’ preference. To receive preference, you MUST attach appropriate documentation when Workday prompts you to in a follow-up action. If you are a veteran or disabled veteran, please include a copy of your Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Dept. of Veteran’s Affairs indicating receipt of a non-service-connected pension. Disabled Veteran’s must also submit a copy of their Veteran’s disability preference letter from the Dept. of Veteran Affairs unless the information is included in the DD Form 214 or 215. Do not include veteran documents in your initial application.

The Secretary of State’s Office does not have procedures or policies in place for 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 selection process consists of a review of your application materials and an evaluation of your education, experience, and training. Please note that your response will also be evaluated for grammar, spelling, and punctuation. Qualified applicants whose background most closely matches the needs of the position will be invited to interview. Final candidates may be asked to participate in additional interviews.

The Oregon Secretary of State is an equal opportunity, affirmative action employer committed to a diverse, inclusive and welcoming workplace.

We are not looking for people who are looking for a job, we are looking for people who want to serve the State of Oregon and make a difference in others’ lives.

PLEASE NOTE, YOUR RESPONSE WILL EVALUATED FOR GRAMMAR, SPELLING, AND PUNCTUATION.
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:

SALEM

WILSONVILLE

PORTLAND

COMPENSATION AND BENEFITS

WHAT’S IN IT FOR YOU

• **Family Friendly Work Life Balance** (paid time off: 12 holidays, 3 personal days, short and long term disability benefits, generous vacation accrual, and sick leave).

• **Take Care of Yourself and Your Family** (comprehensive employee benefits, choice of medical plans, vision plan, life insurance, child care flexible spending account, employee assistance program).

• **Celebrate Uniqueness**: Diversity and **inclusion** are cornerstones of our values. We recognize that diversity and inclusion are critical to developing a talented, high-performing workforce and are committed to providing a supportive work environment in which all of our employees can thrive and reach their full potential. We strive to maintain a culture that attracts, develops and retains a diverse workforce that closely mirrors the residents of our community. We learn from and respect the cultures in which we operate and value the uniqueness of individual talents, experiences and ideas.

• **Invest in Your Future**: (Pension plan, deferred comp, short and long term disability plan, flexible spending accounts for healthcare and dependent care).

• **Be Appreciated** (employee recognition events, agency unique employee recognition program allowing for additional leave options such as vacation buy-out and sick leave roll-over, dynamic employees doing impactful work).

• **ADA**: At the Secretary of State, we value community and foster a sense of belonging for our employees.

See our current job listings and internship opportunities, compensation, and benefits here:

Careers with the Secretary of State