



Candidate & Jurisdiction Coordinator

DEPARTMENT: KCE - King County Elections
DIVISION: Election Services
SALARY: \$78,977.60 - \$100,110.40 Annually
LOCATION: King County Elections - 919 SW Grady Way, Renton, WA 98057-2906
JOB TYPE: Career Service, Full Time, 40 hrs/week
CLOSING DATE: 08/04/21 11:59 PM

SUMMARY:

This is an amazing opportunity to be engage in the election process!

The Department of Election is recruiting a Candidate & Jurisdiction Coordinator. This position will be responsible for the supervision of the candidate and jurisdiction program including the planning and coordination of the candidate and ballot measure and voters' pamphlet filing processes. This position also oversees the ballot build, insertion and delivery processes; training of short-term temporary staff; and customer relations with vendors and external customers.

King County Elections (KCE) manages voter registration and elections for more than 1.4 million voters in King County and is the largest vote-by-mail county in the United States. KCE's mission is to conduct fair, open and accurate elections. As a leader in providing inclusive elections, KCE is focused on three key priorities – (1) actively identifying and working to remove barriers to voting at both the individual and community level, (2) strengthening relationships with community and governmental partners, and (3) creating a culture of professional growth and development, openness and inclusion. Learn more at www.kingcounty.gov/elections.aspx

The Department of Elections is searching for an energetic and resourceful professional who likes to **get stuff done**. The Candidate & Jurisdiction Coordinator in the Elections Department combines an exciting environment with the opportunity to **cultivate** talents and **apply** a variety of skills. The ideal candidate will thrive in an **innovative, fast-paced** environment and will not hesitate to roll up both sleeves, **work hard**, have **fun**, and get the job done.

Who May Apply: This position is open to the general public and all King County employees.

Materials Required to Apply: Applicants must submit a **(1) King County Application**, **(2) Resume**, and **(3) Letter of Interest**. The letter of interest should describe how your education and experience meet the qualifications and have prepared you to perform the essential functions of the job. Applications without the required materials may not be considered for this position.

Work Schedule: The standard workweek for this position is Monday through Friday, 40 hours per week. We require the flexibility to work additional hours during peak periods of the election cycle. This position is exempt from the provisions of the Fair Labor Standards Act and is therefore not eligible for overtime.

JOB DUTIES:

- Lead efforts in evaluating and proposing revisions to assigned areas of responsibility, such as candidate filing, ballot build, and insertion.
- Coordinate needs and assignments with supervisors in the department.
- Supervise the work of assigned staff including motivating, coaching, conducting performance evaluations and recommending disciplinary actions.
- Develop schedules, set objections and goals, and coordinate with internal customers for assigned areas of responsibility including ballot build, insertion and voters' pamphlet.
- Present information to candidates, jurisdictions and other external customers by providing information, making presentations, and answering questions.
- Ensure regulatory compliance with laws, rules and regulations governing elections processes.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Strong written and verbal communication skills, including the ability to summarize complex issues succinctly.
- Ability to work in a fast-paced environment and take initiative on projects.
- Ability to manage quickly changing priorities and information.
- Strong planning skills and problem-solving ability.
- Skills in handling a number of projects or tasks simultaneously, managing priorities, meeting deadlines, and meeting or exceeding goals.
- Knowledge of workload planning and scheduling.
- Knowledge and skill in supervising, motivating and coaching professional level support staff.
- Excellent customer service skills with the ability to meet the requirements and expectations of internal and external customers. Ability to interact with different types of people and build and maintain effective relationships.
- Skill in program management.
- Skill in handling stressful situations effectively while maintaining composure.
- Skill in working independently on assigned tasks with minimal or no guidance.
- Proficient use of Outlook, Word, Excel, SharePoint.

Most competitive candidates will have demonstrated the following experiences:

- Experience supervising elections daily operational functions.
- Knowledge and experience with local and state voter databases.
- One year of experience in the following technology systems – Clear Ballot and Democracy Live.

SUPPLEMENTAL INFORMATION:

Travel to work locations throughout King County with limited or no public transportation services is required. A valid Washington State Driver's License is required to operate King County vehicles.

Union Representation: This position is not represented.

Temporary Telecommuting Requirement

The work associated with this position will be performed through a combination of teleworking complemented with onsite work and meetings as needed. Employees must reside in Washington state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection (access may be supplemented in some situations) where they can reliably perform work and remain available and responsive during scheduled work hours. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required, including the [wearing of masks in some situations](#). King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

King County has a robust collection of [tools and resources](#) to support working remotely. The individual selected for this opportunity will be joining an innovative and progressive team that is redefining how we work as we transition to the department's hybrid environment.

Forbes recently named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? Come join the team dedicated to serving one of the nation's best places to live, work and play.

Guided by our "[True North](#)", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact your recruiter listed on this job announcement.

For more information regarding this recruitment, please contact:

Reeshema Lewis
Sr. HR Business Partner
Email: Reeshema.Lewis@kingcounty.gov
Phone: 206-263-8413

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2021RL13845
CANDIDATE & JURISDICTION COORDINATOR
RL

King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404

reeshema.lewis@kingcounty.gov

An Equal Opportunity Employer

Candidate & Jurisdiction Coordinator Supplemental Questionnaire

- * 1. Do you have experience managing a program?
 - Yes
 - No
- * 2. If you answered yes to the question above, please describe your program management experience. Be specific and include the types of programs you managed where you gained this experience. If you do not have this experience then type N/A.
- * 3. Do you have experience supervising, motivating, and coaching professional level support staff?
 - Yes
 - No
- * 4. If you answered yes to the question above, please describe your experience supervising staff. Be specific and include the number of years of experience and the type of staff you supervised. If you do not have this experience then type N/A.
- * 5. Which of the following best describes your response to the following question: Are you applying to this position as a Priority Placement Program Participant and is this position the same or lower percentage of full-time and do you possess the skills and abilities to qualify for this position?
 - Yes, I was given a layoff notice from my role at King County AND I am within two years of the effective date of my layoff AND the position I was laid off from was the same or a higher percentage of full-time status when compared to this one.
 - No.
- 6. If you answered yes to the question above and you are applying for this position as a Priority Placement Program participant, to be considered you must provide the following three pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff.

* 7. This position requires a RESUME and LETTER OF INTEREST. If you have not yet attached or pasted in your resume and letter of interest you may still do it at this point in the application process. Have you included a resume and letter of interest with your application?

Yes

No

* Required Question