Elections Project Manager - Multnomah County, Oregon

Multnomah County’s Elections Division is seeking an experienced Project Manager to oversee the development, planning, coordination, administration and implementation of major election projects. This position will develop plans and schedules that detail timelines, resources and budgets. It will utilize project management principles, techniques, and effective change management processes. This position will set project goals, formally monitor progress and quality of outcomes to ensure delivery of results.

As the Elections Project Manager, you will work closely with the Elections Manager and Elections team to manage various short and long-term projects for the Elections Division. You will act as the liaison between internal and external partners, contractors, and stakeholders to facilitate collaboration, build consensus, and ensure accountability. In addition, you will be the primary information/technical resource for assigned staff and team members.

Some key responsibilities in this role include:

- Establishing and managing the election project calendar and deliverables for each election.
- Creating election project schedules in multiple formats.
- Engaging stakeholders and communicating progress of projects
- Facilitating continuous process improvement in elections
- Leading the division in pre-election planning and post-election debrief meetings
- Maintaining technical project and compliance reports, records and documentation
- Leading and managing the division procedure writing team.
- Managing all components of the ballot counting process including:
  - Designing ballots
  - Performing logic & accuracy tests and public tests of the tabulation system
  - Overseeing the ballot tabulation and adjudication processes
  - Overseeing ballot duplication and adjudication of ballots after Election Day
  - Managing the quality control of all ballot tally and printing processes
- Training and leading on-call staff to support key election processes
- Managing the division safety program

Minimum Qualifications/Transferable Skills*:

- A bachelor's degree in Business, Industrial Engineering, or related field or equivalent experience
- Five (5) years of increasingly responsible experience related to business process systems development, local election administration, and/or project management
- This position requires a valid driver license

Type of Position: This hourly, union-represented position is eligible for overtime.

Salary Range: $38.62 - $47.54 Hourly, benefits included

Schedule: Monday - Friday, 8:00 AM - 5:00 PM. There may be some flexibility with the regular start and end times. There may also be the option to work a 9/80 schedule. There is also
overtime and flexible schedules expected during certain time periods leading up to and following elections.

**Location:** 1040 SE Morrison St., Portland, OR 97214.

**Telework:** At this time, this position is designated for “hybrid telework,” meaning you will be working on-site some of the time and remotely (from home) at other times. Also, all Elections employees are considered essential employees during certain time periods leading up to and following elections. During these essential time periods all Elections employees must report on site. The designation of hybrid telework may be subject to change at a future time. Currently, all employees must reside in Oregon or Washington; the county cannot support ongoing telework from other locations.

If interested, please apply here:


We will be accepting applications until Sunday, July 24 at 11:59 pm (PST)