



THE OREGON SECRETARY OF STATE ELECTIONS DIVISION  
IS RECRUITING FOR A

## ELECTIONS DEPUTY DIRECTOR



**\$7,167 - \$11,642**  
Month/Non-PERS\*



**\$7,597 - \$12,341**  
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 critical management role in the Elections Division, you will be responsible for directing coordination, accessibility, and execution of Oregon's nationally recognized vote by mail system.

The primary purpose of this position is to assist the Division Director in the execution of the statutory responsibilities and general operations of the Elections Division.

You will collaborate with the Elections Director and Elections Manager to develop the Division's budget, organizational goals and objectives as well as advance the direction of the Division. As the subject matter expert, you will coordinate the conduct of elections at the state and local level.

You will perform supervisory functions including, but not limited to: hiring, training/coaching, planning, assigning, prioritizing and reviewing work, evaluating performance, implementing disciplinary action and responding to complaints.

In conjunction with the Director, you will act as liaison to the 36 counties across the state and oversee units closely related to public elections management.

These are primarily: systems and databases required for elections management as well as processes, statutes, rules, and staff involved in management of the elections cycle, with a focus on initiative, referendum, and referral, and candidate procedures.

**CLASSIFICATION:** Principal Executive/Manager F

**WORKING TITLE:** Elections Deputy Director

**CLASS NUMBER:** X7010

**ANNOUNCEMENT NUMBER:** REQ - 79912

***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:

- **Four years** of management experience in a public or private organization 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 a public or private organization 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.

Transcripts will be requested upon hire if using education to qualify.

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

- Demonstrated understanding of election law, policy, and technology, in a practical context.
- Demonstrated success working with multiple stakeholders, including county elections officials, voters, and community groups.
- Experience or familiarity with current cyber security threats and trends.
- Clear ability to empower the public through civic education, and other cultural initiatives to connect the public to the Oregon electoral process in meaningful ways.
- Ensure a division focus on continuous improvement and feedback.
- Experience applying the principles and practices of equitable services in government administration and leading teams to do so successfully.
- Ability to cultivate and maintain a positive, professional, diverse, and learning focused work environment.
- Ensure a team-oriented environment with participatory and collaborative decision-making interactions amongst staff and management.
- Familiarity and experience in the administration of vote by mail elections.
- Possess highly developed writing and verbal communication skills.
- Contribute to a positive and productive every-day work environment with an equity lens focus.
- Demonstrated skill and understanding managing remote teams.
- Fluency in working with remote technology communication platforms, both as participant and facilitator.
- Demonstrated experience interpreting and drafting recommendations for statutes, rules, and policy proposals related to elections administration.
- Developed project management and oversight experience, including best practices and methods.
- Understanding of change management and how to implement new policies and procedures.
- Possess skill in meeting overlapping deadlines in a fast-paced, politically sensitive environment.

## HOW TO APPLY

This recruitment will close on Tuesday, November 23rd, 2021 at midnight.

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](#)

## 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 BE 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:**



[THE WILLAMETTE VALLEY](#)



[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](#)