Elections District and Candidate Specialist (Program Specialist) - Multnomah County, Oregon

Can you imagine being a part of something big? Do you want to be a part of something meaningful, fulfilling, and empowering in the community? As the Multnomah County Election Division’s Elections District and Candidate Specialist, you will have the opportunity to work for a mission driven organization that directly supports democracy and creates a positive impact in the community. The Elections division is looking to fill one (1) full-time position (Program Specialist job profile/classification) in its Multnomah County Elections Office located at 1040 SE Morrison Street, Portland, OR 97214.

In this role, you will provide support, coordination and communication with all jurisdictions and candidates that file offices and measures for elections with Multnomah County. Additionally, you will oversee campaign finance contribution limits and candidate disclosure compliance and investigation as well as managing all public records requests for the Elections division.

Working for the Elections division in Portland, Oregon, you will be a member of a dynamic, equity-focused team.

Some key responsibilities in this role include:

- Monitoring district filing requirements for each election cycle and provide information about office and measure filings to districts.
- Developing candidate filing packets for districts and candidates that file with Multnomah County for each election.
- Coordinating candidate and measure filings for each election.
- Educating candidates about the candidate and voters’ pamphlet filing process.
- Maintaining familiarity with Multnomah County charter, city charters, state manuals and state statutes that contain guidance on election office and measure filing rules.
- Regularly reviewing and refining the processes and tools to address campaign finance complaints and enforcement.
- Assisting in investigating complaints and supporting enforcement actions that will include drafting letters of education and notices of alleged violations.
- Managing time effectively in a fast paced environment, and exhibiting tact and discretion with sensitive information.
- Collaborating with the Elections communications team to create content for outreach and training materials for diverse audiences including elected officials, candidates, staff, political committees, and members of the public to encourage compliance.
- Developing program policies, strategies and methods and advising senior management and County leadership.
- Managing all public record requests for the Elections division.
- Independently evaluating public records requests for complexity and scope upon receipt.
- Collaborating with the county attorney’s office on any legal questions related to request timelines or scope.
- Collaborating with subject matter experts in the Elections Division to evaluate whether responsive records exist.
- Providing required communication and inquiries with the records requestor as necessary throughout the life cycle of the records request.
- In a politically charged environment, exhibiting tact and discretion in all communication throughout the life cycle of the records request.
In coordination with the Elections Project Manager, creating the abstracts of the official election results for each election

Coordinating with the Elections Manager to create any official reports required for certifying the election to the state or districts involved in the election.

Minimum Qualifications/Transferable Skills*:

- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in social work, sociology, English, journalism, business administration, public administration, or a related field, AND
- One (1) to four (4) years of experience that demonstrates the ability to perform the duties of the position. in one or more of the following areas of program planning, development, research assistance, and/or evaluation experience

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

Salary Range: $33.37 - $41.01 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: Multnomah County Elections Office, 1040 SE Morrison Street, 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.

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exemption as a qualification of employment.

If interested, please apply here:

https://multco.wd1.myworkdayjobs.com/Multco_Jobs/job/Portland-OR/Elections-District-and-Candidate-Specialist_R-8695

We will be accepting applications until Sunday, August 14 at 11:59 pm (PST)