Elections Logistics Coordinator - Multnomah County, Oregon

Multnomah County’s Department of Community Services is looking for a professional and innovative full-time Elections Logistics Coordinator to join our team! In this role, you will directly support the Elections Division to provide operational support for conducting elections through facility arrangements for the Duniway-Lovejoy Elections Building, Voting Center Express, and other Elections sites; moreover, you will also provide operational support for all ballot boxes throughout the County and lead the team of on-call Election Workers that are responsible for collection of ballots from all ballot boxes. You will provide financial support to the Elections Division directly through purchasing, accounts payable, accounts receivable, and cost accounting.

As the ideal candidate, you will have exemplary communication skills, attentiveness to details, and agility in responding to the needs of the division. Your strong leadership skills, creativity, innovation and collaborative nature will help you to succeed in this role, as will your ability to efficiently perform high-level administrative support, such as research, handling information requests independently, preparing correspondence, and managing calendars. Additionally, you will have complex organizational skills to manage numerous different projects with tight deadlines and will apply an equity lens in your communication strategies and throughout your work. You will be the resourceful person who can get everything for the Elections Division and can get it where it needs to be before it needs to be there.

In this role you will be responsible for:

- Determine space utilization, building maintenance, and prepare Elections headquarters at the Duniway-Lovejoy Elections Building, the Voting Center Express, other temporary election sites, and all ballot drop box site locations for each election.
- Lead up to 30 on-call election workers during an election and coordinate the collection of ballots from all 30 official ballot drop boxes throughout the County.
- Contact and contract with drop sites for every election.
- Coordinate Elections operations and logistics with Multnomah County Library for all 19 of the library ballot drop sites.
- Work with County Roads, engineering, and City of Portland on traffic plans and permits.
- Coordinate security personnel and monitor building/site security for each election.
- Develop and maintain a working knowledge of current election laws and procedures
- Develop, prepare and organize supplies and training materials for Elections Workers responsible for ballot pickup.
- Provide operational, logistical, and purchasing support to all division staff.
- Research and make recommendations on office equipment purchases, capital projects, and asset acquisitions.
- Be the Facilities and Property Management liaison and the first point of contact for County Dispatch.
- Coordinate scheduled preventative maintenance for Duniway-Lovejoy Elections Building, Voting Center Express, and other Election sites so that it does not conflict with the election calendar.
- Serve as the primary contact for all business neighbors and inform them of ballot box placement and street closures related to election operations.
- Assist in the development and monitoring of the division budget.
- Conduct cost analysis studies and reports.
- Coordinate accounts receivable and accounts payable with department finance staff.
- At the conclusion of each election, conduct cost accounting necessary to complete a financial report that is submitted to State Elections.
- Reconcile procurement cards for all cardholders in the division, complete expense reports and stipend forms.
- Purchase and maintain supply inventory for Elections staff of up to 200 workers.
- Coordinate and manage warehousing of inventory before, during and after each Election.
- Learning and following rules and laws governing public sector purchasing, inventory control, and contracts administration.
- Handle special projects for division staff involving research, analysis, coordination and/or synthesis of information.
- Develop agendas and facilitate Election division all staff meetings, promote department objectives like Think Yes for DCS and equity goals.
- Provide high-level customer service responses to citizen inquiries and complaints that are sent to the division’s email address.

Minimum Qualifications/Transferable Skills*:

- Equivalent to an Associate’s degree from an accredited college or university with major course work in project management, business administration, public administration, or a related field
- One (1) to four (4) years of experience that demonstrates the ability to perform the duties of the position.
- Successful candidates must be able to travel to various offices / buildings throughout Multnomah County in a timely fashion to perform functions.

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

Salary Range: $30.56 - $37.50 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-Logistics-Coordinator_R-9008

We will be accepting applications until Sunday, September 18th at 11:59 pm (PST)