

# Join Us In Clackamas County



## ELECTIONS MANAGER

Clackamas County Clerk's Office Elections Division seeks an experienced leader and elections professional to join our team as the county's Elections Manager.

Our Election Manager must manage and supervise elections flawlessly and with transparency, honoring and counting every vote. The incumbent will plan, organize and manage all general, primary, and special elections held in the county and ensure elections procedures and records comply with statutory requirements. Additionally, the position has supervision over four technical and clerical support personnel and, during elections, up to 100 temporary employees.

The Elections Manager is responsible for managing the technical and administrative activities of the Elections Division, including voter registration, candidate filing, ballot preparation, voting, vote tallying, jurisdictional mapping, reporting, and other requirements related to conducting special, primary, and general elections in compliance with federal, state, and local statutes, regulations, and rules.

Competitive applicants will be highly motivated, detail-oriented, and have well-developed management and supervisory skills. A demonstrated ability to maintain an environment of high integrity and dependability is critical in the role.

**This position will remain open until filled.** The first application review will be Wednesday, November 3, 2021. We reserve the right to close this recruitment at any time on or after that date.

**For detailed information, including qualifications for the position, and to apply online please visit: <http://www.clackamas.us/des/jobs.html>**

**\$78K -  
\$105K**

**a year**

**6%**

**employer-paid  
retirement  
contribution**



**excellent  
benefits**

**Please contact James  
Callahan for more  
information:**

[jcallahan@clackamas.us](mailto:jcallahan@clackamas.us)

### Equal Employment Opportunity Employer

Clackamas County is an Equal Opportunity Employer valuing diversity and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

## Job Description

<b>Job Title</b>	Elections Manager
<b>Job ID</b>	106027
<b>Location</b>	Oregon City, Oregon
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular

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### CLACKAMAS COUNTY CORE VALUES



Clackamas County employees work to serve the public and enrich our community. In that spirit, we pledge to hold ourselves to these standards at all times in our interactions with customers and one another:

• **Service** • **Professionalism** • **Integrity** • **Respect** • **Individual accountability** • **Trust**

By incorporating these values into our daily routines, we can better serve our customers, ourselves and our projects. We're always looking to improve. That's the Clackamas County **SPiRiT**.

[Clackamas County Core Values](#)

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## CLOSE DATE

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## PAY AND BENEFITS

**Annual Pay Range:** \$ 78,088.26 - \$ 105,420.58

**Hourly Pay Range:** \$ 37.542434 - \$ 50.682972

Salary offers will be made within the posted pay range and will be based on a candidate's experience (paid or unpaid) that is directly relevant to the position.

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**In addition to competitive wages, Clackamas County offers an attractive benefits package for employees in regular status positions.**

This is a full time non-represented group 2 County position.

[Non-Represented Group 2 Full Time Benefits](#)

[Learn More About Benefits](#)

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## JOB DETAILS AND QUALIFICATIONS

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Competitive applicants will be highly motivated, detail-oriented, and have well-developed management and supervisory skills. A demonstrated ability to maintain an environment of high integrity and dependability is critical in the role.

Equity, diversity, and inclusion are at the core of everything we do. Clackamas County is committed to building a workforce that reflects the community we serve. In that spirit, we encourage applicants of diverse backgrounds and experiences to apply.

**Required Minimum Qualifications/ Transferrable Skills:\***

- A minimum of six (6) years of progressive relevant management, supervisory, or lead work experience that included: assigning work, training & staff development, correcting performance deficiencies and recommending corrective actions
- At least two (2) years of experience working in a government, state, county, or local election administration
- Experience developing or assisting in development of department, agency or office budget(s). Budget development must include determining monetary needs for the fiscal year
- Experience customer service in a fast paced environment with internal and external clients
- Working knowledge of State of Oregon statutes, rules, and regulations governing the duties of the County Clerk and proper elections procedures
- Working knowledge of conducting elections, particularly Vote-By-Mail elections and OCVR (Oregon Centralized Voter Registration) system
- Ability to plan, organize and direct division operations and assigned personnel
- Strong attention to detail
- Strong written English language skills
- Must be available for periodic evening and weekend work as required by cyclical elections activities
- Must pass a criminal history check which may include national or state fingerprint records check
- Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment. [Learn more about the County's driving policy.](#)

**Preferred Special Qualifications/ Transferrable Skills:\***

- Extensive experience working in a government, state, county, or local election environment
- Experience directing staff in continuous efforts to improve quality productivity and effectiveness

\*For Veterans qualified for Veteran's Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the open-ended question at the end of the application and explain how those skills and/or qualifications relate to this position.

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## TYPICAL TASKS

Duties may include but are not limited to the following:

- Manages the Elections Division of the County Clerk's Office; oversees and coordinates the activities of personnel involved in voter registration, computerized and manual record keeping, verification of petitions, filings by candidates, preparation of ballots and voter pamphlets, and all election day activities and subsequent reports.
- Consults with County Clerk, County Counsel, and state agencies regarding statutes and administrative rules affecting division operations; develops and implements programs, policies and procedures to meet legal requirements; coordinates election processes with state, county, city, school, water, fire and other special districts.
- Prepares division budget and submits for approval to the County Clerk; determines and justifies costs; monitors budget expenditures; collects and disburses filing fees; administers the computation of elections costs and bills the state, cities and special districts.
- Negotiates and administers contracts for services and materials and equipment; coordinates typesetting, layout and printing of voters' pamphlets and ballots; determines cost feasibility of special projects and implementation of new programs or procedures.
- Confers with the County data processing division and vendors to develop, implement and maintain computer equipment, programs and data base files used to store, track and retrieve information on voter registration, signature verification, district maps and elections results; researches new technology to improve system efficiency and accuracy.
- Hires and supervises technical elections personnel to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; hires and trains large numbers of temporary personnel for election activities.
- Acts as representative of the County Clerk in maintaining liaison with other County, state and federal offices; participates in exchanging information, developing cooperative programs and formulating legislation; attends professional conferences and meetings.
- Responds to inquiries and complaints from the public, candidates and special interest groups; assists with the initiative or recall petition process; supplies news media with elections information.

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## REQUIRED KNOWLEDGE AND SKILLS

**Thorough knowledge of:** State of Oregon statutes, rules, and regulations governing the duties of the County Clerk and proper elections procedures; procedures used to conduct elections for special districts; abstraction of election results; scheduling and recounting of election results.

**Working knowledge of:** Principles and practices of management and supervision; participative management theories; techniques of budgeting and fiscal administration; data processing applications for elections management; certification and billing of election costs; procedures involved in preparing and printing ballots, letters, pamphlets and related election forms and materials; modern office practices and procedures.

**Skill to:** Analyze, interpret, and apply federal and state statutes, legal opinions, and administrative rules; develop and implement cost effective programs, policies and procedures; plan, organize and direct division operations and assigned personnel; prepare and administer an approved budget; communicate effectively, both orally and in writing; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with the public, the news media, private organizations and government agencies.

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## WORK SCHEDULE

This position works 40 hours during a standard workweek of Monday through Friday. This position requires periodic evening and weekend work as required by cyclical elections activities. Specific hours of work will be discussed with the candidate selected for this position at the time an offer of employment is extended.

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## EXPLORE CLACKAMAS COUNTY

Clackamas County is in a prime location in the Portland, Oregon metropolitan area and is recognized nationally as one of the most livable areas in the United States. Located on the southern edge of the City of Portland and extending to the top of Mt. Hood, Clackamas County is part of a thriving region in the Northwest. It has a population of about 400,000 citizens.

- [Explore Clackamas County](#)
  - [Working for Clackamas County](#)
  - [Recreation, Arts & Heritage](#)
  - [Equity, Diversity and Inclusion](#)
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## **ABOUT THE DEPARTMENT**

We administer and conduct all Federal, State, County, City and Special District elections in Clackamas County. Our office advises voters, candidates, political parties, cities, special districts, and others about administrative rules and statutes applicable to election laws. We oversee election filing, forms, and voter registration. The office also prepares ballots and voters' pamphlets, receives and processes returned ballots, and completes election result tallies. We are a division of the Office of the County Clerk of Clackamas County. The County Clerk is Sherry Hall.

[Learn more about Clackamas County Elections Division](#)

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## **APPLICATION PROCESS**

Clackamas County only accepts online applications.

### **Help With Your Application:**

- [Application Process](#)
- [Help with the Application](#)

If you have any questions or issues you may contact the Department of Human Resources at 503-655-8459 or [e-mail us](#). Our office hours are Monday - Thursday 7:00 a.m. - 6:00 p.m. Pacific Time (closed on Fridays).

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## **HOW TO CLAIM VETERAN'S PREFERENCE**

- [Request Veterans' Preference](#)
  - [Learn more about the County's Veterans' Preference](#)
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## **VISA SPONSORSHIP**

Clackamas County does not offer visa sponsorships. Within three days of hire, applicants will be required to complete an I-9 and confirm authorization to work in the United States.

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## **EQUAL EMPLOYMENT OPPORTUNITY**

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If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the Department of Human Resources prior to the recruitment close date. You may request an accommodation during the online application process.

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