Elections Operations Manager -
Multnomah County, Oregon

In the Department of Community Services at Multnomah County, we look for people who can grow, think, lead, and inspire. We have a culture that thrives on diversity and rewards commitment to public service. We seek leaders, achievers and doers who bring skill and passion to a challenging and evolving environment.

If you're passionate about being involved in a position that creates a positive impact in your community with the ability to act ethically, respecting, valuing, and honoring our unique voices within the community, this is the job for you. Are you interested in joining our team to carry out this special mission? Be a part of a calling that impacts our community on a completely different level than you have ever experienced before as a team lead. Multnomah County's Elections Division is currently looking for an experienced, self-motivated, and organized Elections Operations Manager to fill one (1) full-time vacancy at its Elections Office in SE Portland, Oregon.

As part of our elections leadership team, you will provide support of the daily operations of the Elections Division team and assist with the implementation of elections program goals and objectives, including quality and performance improvement activities in the Elections Division. To be successful in this role, you must feel comfortable in a busy and sometimes unpredictable environment. You embody professionalism and model our values to our community members and fellow employees. You’re knowledgeable about the elections process and operations and keep up to date with current best practices. You lead your team collaboratively and set the example for your team, jumping in when work needs to get done and finding solutions to create and maintain a high level of care and customer service.

As the Elections Operations Manager, you will:

- Be responsible for the administration and oversight of the election administration and voter registration programs within the Elections Division; evaluate the performance of and provide coaching to this work group.
- Oversee functions such as:
  - voter registration and maintenance
  - candidate and measure filing
  - ballot preparation
  - voting and vote tallying
  - jurisdictional mapping
  - reporting
  - all other requirements related to conducting elections in compliance with federal, state, and local statutes, regulations and rules
- Manage the planning, program development, policy formulation, and management leadership for the Elections Division programs in a continuous quality improvement and customer service-driven environment
- Prepare and coordinate work schedules for staff.
- Plan and facilitate regular staff informational meetings
- Work with the Elections Operations Supervisor to facilitate data collection within the work unit.
- Promote a cooperative team environment.
- Review, recommend and implement technical and/or administrative revisions to election systems, procedures and policies.
• Recommend and manage the implementation of goals and objectives.
• Oversee the hiring, scheduling, supervision and training of all personnel for election activities.
• Ensure staff has been trained and updated on all system updates and changes with all software applications.
• Troubleshoot complex issues related to elections and election management

Specifically, we are looking for someone who:

• Has experience leading a diverse team and managing day-to-day activities.
• Has the ability to work calmly under pressure, demonstrating the ability to think clearly and quickly while mastering multiple tasks.
• Provides a high level of professional customer service for both internal and external customers, and performs duties while working effectively with diverse and sometimes difficult clientele.
• Has the ability to communicate in a friendly, open, and respectful manner in person, over the telephone, and via email.
• Is culturally sensitive to, and understands and practices racial and socioeconomic equity principles.

Minimum Qualifications/Transferable Skills*:

• Equivalent to a bachelor’s degree - In lieu of a degree we will consider equivalent related experience; AND
• Three (3) to six (6) years of elections related or supervisory experience.
• This position is eligible for hybrid telework but candidates must be able to work on-site*

*NOTE All positions in Elections are designated as essential during the peak election season and will be required to work in person during these times. Off-season, employees may work a hybrid schedule if they wish.

Type of Position: This salary, non-represented position is not eligible for overtime.

Salary Range: $77,226.67 - $118,354.54 Annually, benefits included. The starting pay assignment will be based on an analysis of the successful candidate’s related experience and education in accordance with the county’s pay equity policy and the Oregon Equal Pay Act.

Additional Compensation: Receive a $2,000 retention incentive bonus if hired on or before July 1st 2023. This signing bonus is taxable, and all regular payroll taxes will be withheld.

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.

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. 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:

https://multco.wd1.myworkdayjobs.com/Multco_Jobs/job/Portland-OR/Elections-Operations-Manager_R-11587

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