



THE OREGON SECRETARY OF STATE IS RECRUITING FOR AN

ELECTIONS PROGRAM ADMINISTRATOR



\$5,167 - \$7,937
Month/Non-PERS*



\$5,477 - \$8,413
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.

Clarity

We share stories, using plain language to increase understanding and impact.

Authenticity

We are honest and true with ourselves and others.

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 role, you will establish and oversee the creation of state and local multilingual elections materials, as directed in HB3021. You will build, recruit, and administer a new Advisory Council to help inform and direct this work and the necessary regulatory steps for implementation. This will be accomplished in part by, but not limited to:

Implementing Program Requirements:

- Establishing and overseeing program to create multilingual elections materials as directed in HB3021.
- Overseeing and managing the rulemaking process and procedures, timelines and coordinating outreach before and after public comment periods.
- Proactively integrating and welcoming feedback from all interested parties on legislative requirements and set up of Translation Advisory Council, by engaging minority communities directly impacted by translated election materials.
- Recruiting, overseeing, and establishing a new Translation Advisory Council. Acting as direct liaison to Elections Division, County Elections Officials, and public to ensure responsibilities are effectively carried out.
- Working in alignment with communications and elections staff in the Elections Division and Secretary of State's Executive Office to create voter outreach content to underserved areas and racial and ethnic minority communities most impacted by the translated material.
- Working with elections personnel to update, design, and add improvements to informational materials for various audiences that explain requirements. Researching best practices for professional translation of multilingual languages in election materials.
- Working with support divisions within the Secretary of State's Office to oversee procurement and purchasing of all necessary

translation and publication materials and services.

- Identifying barriers and design strategies to eliminate or mitigate barriers.
- Collaborating with the Communications team and subject matter experts to develop plan to communicate complicated and in-depth information to a variety of audiences and in plain language.

Building Sustainable Partnerships:

- Informing ongoing implementation with effective and diverse community, state, and inter-agency collaboration.
- Reaching out to community-based organizations and efficiently soliciting and implementing feedback and recommendations.
- Working with county elections partners to ensure requirements are met and correct content is displayed on state and county websites, and hardcopy materials.
- Working in conjunction with SOS web team to ensure content is displayed in SOS website in correct format with multilingual languages.
- Engaging with community-based organizations and stakeholder to garner culturally responsive insights that may impact rulemaking, policies, or procedures.

Monitoring, Improvements, and Recommendations:

- Acting as point of contact for legislative reports, data, and county information requests.
- Making recommendations to division director on legislative concepts to initiate, expand, or revise program.
- Developing policies and procedures for updated election materials with multilingual language and develop plan to work with county partners moving forward.
- As requested, presenting program status, best practices, and recommendations on future needs to Elections Staff, the legislature, and other interested parties regarding HB 3021.

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:

- A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, or a degree related to the agency program that demonstrates the capacity for the knowledge and skills; and four years experience coordinating or administering a community-based regulatory program

OR

- Any combination of experience or education equivalent to seven years of experience in community-based regulatory program creation or coordination that typically supports the knowledge and skill requirements listed for the classification.

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

- Bilingual and/or bicultural background
- Experience working with interpreters
- Familiarity with InDesign or other similar graphic design software
- Program coordination focusing on broadening access to public information
- Successful program implementation in a regulated environment
- Experience designing and conducting culturally specific communications and outreach

CLASSIFICATION: Program Analyst 3

WORKING TITLE: Elections Program Administrator

CLASS NUMBER: C0862

ANNOUNCEMENT NUMBER: REQ-81083

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.*

HOW TO APPLY

This recruitment will close on Thursday, December 9th at midnight.

Current state of Oregon employees
must apply in Workday under the
Career worklet here:

[APPLY HERE](#)

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 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, childcare 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](#)