



**SNOHOMISH COUNTY**  
**invites applications for the position of:**

## **Elections and Voter Registration Manager**

**SALARY:** \$86,276.52 - \$121,913.40 Annually

**OPENING DATE:** 02/25/21

**CLOSING DATE:** 03/31/21 05:00 PM

**DESCRIPTION:**

The Snohomish County Auditor’s Office is seeking an experienced, collaborative professional to lead a dedicated team as the Elections and Voter Registration Manager. The mission of the Elections and Voter Registration Divisions is to conduct fair, accountable elections and encourage people to understand and participate in the voting process.

The successful candidate will manage a staff of ten, oversee a budget ranging from \$4 to \$7 million (depending on the election cycle), and will be a member of the Auditor’s Office leadership team.

The successful candidate must have a deep commitment to ensure accessible, nonpartisan, secure, transparent elections.

Employees of the Auditor’s Office commit to the following:

- Knowing and performing our jobs well
- Trusting that we all have good intentions
- Seeking the experience and perspective of others
- Showing kindness and patience with customers and colleagues
- Pursuing honest and considerate communication
- Embracing opportunities for improvement

If you want to join a team that emphasizes exemplary customer service, subject matter expertise and continuous improvement, then this job is for you!

The hiring process may include one or more of the following: application review and evaluation, supplemental question review, and interview. Top candidates may be invited to a second and third interview, as well as discussions with management team members and staff.

For more information about living and working in Snohomish County, Washington go to [www.seattlenorthcountry.com/cities/](http://www.seattlenorthcountry.com/cities/).

**JOB DUTIES:**

BASIC FUNCTION

Plans, directs and manages the operations of the Elections and Voter Registration Division of the Auditor's Office.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Develops, implements and updates program goals and policies and procedures for the Elections and Voter Registration Division, in alignment with the Auditor's Office goals, mission and vision.
2. Reviews and evaluates work performance; develops performance measures and standards; coaches, counsels and disciplines staff as necessary.
3. Oversees the recruitment, selection and training of seasonal elections staff.
4. Interprets federal and state elections law and county code related to elections practices.
5. Analyzes elections data for strategic planning and program development.
6. Promotes the division through County website and other means and provides elections information to the media as necessary.
7. Conducts regularly scheduled staff meetings, prepares management reports, develops annual division budget requests, and manages budgets.
8. Advocates for and implements change to state election laws and administrative rules.
9. Serves as subject matter expert on elections technology and hardware.
10. Represents Snohomish County on state and county election committees, commissions and task forces.
11. Speaks on election related matters before the state legislature, county council, local officials, with the press, and at community group events as directed by the Auditor.
12. Determines charges and prepares invoices associated with elections and voter registration costs for jurisdictions and junior taxing districts.
13. Presents election information to Snohomish County's Canvassing Board; prepares and submits official state and county election documents.
14. Builds a culture of diversity, equity, and inclusion within the team, the office, and Snohomish County; applies an equity lens to the oversight of assigned functions, models appropriate behavior, and keeps current with developments and practices in diversity, equity, and inclusion.
15. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:****MINIMUM QUALIFICATIONS**

Bachelor's degree in management, business, public administration or a related field; AND four (4) years of management experience in a government or business office; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities.

**PREFERRED QUALIFICATIONS**

Two (2) years of experience in elections administration preferred.  
Certification in elections administration preferred.

**SPECIAL REQUIREMENTS**

A valid Washington State Driver's License.

Must acquire and maintain election administrator certification through the Washington State Office of the Secretary of State within three (3) years of hire.

**ADDITIONAL INFORMATION:****KNOWLEDGE AND ABILITIES**

Knowledge of:

- principles and practices of management and personnel administration
- principles and practices of statistical analysis and data driven decision-making
- principles and practices of continuous improvement
- Microsoft Office Suite and database management
- budget and program planning concepts
- project management techniques

- federal, state and local election laws
- customer service techniques and principles

Ability to:

- interpret and apply laws, rules, and policies governing division operations
- initiate change and take effective action to correct deficiencies
- exercise sound judgment
- solve challenges in an objective, efficient and professional manner
- work professionally, respectfully and effectively with diverse groups of individuals (internal and external), staff, colleagues, government and elected officials, the media, candidates, political parties, and the general public
- communicate effectively both orally and in writing
- present elections information to county council, the executive, the media and the public
- analyze data accurately
- facilitate effective meetings, guiding discussions through a clear agenda with specific outcomes
- manage projects from initiation through implementation to final acceptance and close out
- present information to colleagues, stakeholders and the public
- interact with others using courtesy, tact, compassion and diplomacy
- work effectively with elections related vendors
- oversee elections technology contracts and maintenance agreements
- organize work for staff and delegate tasks responsibly
- promote continuous improvement practices
- prioritize and work on multiple projects concurrently
- prepare correspondence, reports and other written materials

### SUPERVISION

The employee exercises independent judgment and discretion in carrying out assignments and special projects. The employee receives general direction from the Auditor and/or the Chief Deputy Auditor. The work is reviewed through meetings, periodic status reports and by evaluation of results obtained.

### WORKING CONDITIONS

The majority of work is performed in the usual office environment. Travel is required to attend conferences and meetings. The employee is required to work evenings, weekends and holidays as necessary during elections.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.  
[EEO policy and ADA notice](#)

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.snohomishcountywa.gov/2553>

Position #2021-00084  
ELECTIONS AND VOTER REGISTRATION MANAGER  
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3000 Rockefeller Ave M/S 503  
Everett, WA 98201  
(425) 388-3411

[Human.Resources@snoco.org](mailto:Human.Resources@snoco.org)

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## **Elections and Voter Registration Manager Supplemental Questionnaire**

- \* 1. Following are a series of supplemental questions designed to assess your job related experience and qualifications. Please note that as part of the screening process your responses will be reviewed in conjunction with your general online application. The employment history and education detailed in your general application must

validate/support your responses to the supplemental questions. If your responses cannot be validated, you will not proceed to the next steps of the review/selection process.

**A cover letter and resume must be submitted, but it will not substitute for the general online application or supplemental questions; responses such as "see resume" or "see application" will not be considered.**

Do you agree to answer each question truthfully and that your responses can be supported by your general application/work history and by your references?

- Yes  
 No

- \* 2. How many years of management experience do you have?
  - Zero
  - One (1) to three (3) years
  - Four (4) years or higher
- \* 3. What is the highest level of education you have obtained?
  - High School Diploma or equivalent
  - Associate's or Technical Degree
  - Bachelor's Degree or higher
- \* 4. Describe your management experience, detailing your role, responsibility, the length of time you were a manager, the number of staff you managed and the type of organization in which you were employed.
- \* 5. Describe how your experience has prepared you to successfully serve in the high-profile, heavily regulated, politically charged field of elections administration.
- \* 6. Describe your experience and ability in managing and overseeing a budget. How large was the budget and what tools did you use?
- \* 7. What is the most significant issue facing elections administrators and how do you anticipate addressing it at Snohomish County?
- \* 8. What criteria do you use to measure success?
- \* Required Question