

Project Manager (Elections)

Job Requisition	R-2736 Project Manager (Elections) (Evergreen) (Open)
Job Family	Project Management
Start Date	02/25/2020
End Date	03/11/2020
Primary Posting	No
External Posting URL	https://multco.wd1.myworkdayjobs.com/Multco_Jobs/job/Southeast-Portland/Project-Manager--Elections-_R-2736
Description	Current employees: Please apply through the employee portal to be considered for this opportunity.

Pay Range:**Department:**

Department of Community Services (DCS)

Job Type:

Regular Represented

Exemption Status:

United States of America (Non-Exempt)

Closing Date (Open Until Filled if No Date Specified):

March 10, 2020

The Opportunity:**Pay Range:**

\$36.94 - \$45.47 per hour.

This Work Matters!

Multnomah County's Department of Community Services is seeking an experienced **Project Manager** to oversee the development, planning, coordination, administration, and implementation of major projects within its Elections division. The Elections division has 12 full-time staff members. It is a small team that values communication, teamwork, equity and diversity. The project manager must build and maintain good working relationships with all the subject matter experts on the team in order to successfully complete projects, which can range from 6-month election cycles with \$1M budgets to small projects.

This position will develop plans and schedules that detail timelines, resources, and budgets. It will utilize project management principles, techniques, and effective change management processes. This position will set project goals and monitor progress and quality of outcomes to ensure delivery of results.

This position also acts as a liaison between internal and external partners, contractors, and stakeholders to facilitate collaboration, build consensus, and ensure accountability. It will also function as the primary information/technical resource for assigned staff and team members, as well as maintain technical project and compliance reports, records, and documentation.

In this role, typical duties include, but are not limited to:

- creating master project plans to develop strategies that outline components, communications, milestones, priorities, needs and resources for the Elections division.
- developing and communicating master schedules containing timelines, identified resources, and key milestones/results that align with broad organizational plans, perspectives, and needs.
- organizing, facilitating, and participating in meetings with stakeholder groups to identify needs and build consensus and collaboration.

An ideal candidate:

- can work independently with minimal supervision.

- is an excellent communicator, both in writing and verbally.
- can work effectively with internal and external partners.
- is committed to equity and how it is applied to the election process.
- is self-motivated.
- can participate in strategic planning and recommend projects that would advance the mission of the Elections division.
- has a broad knowledge of quality philosophies and their appropriate application.
- is comfortable with a broad range of technological tools and software applications.
- supports continual improvement.
- has strong leadership qualities.
- can roll up their sleeves and pitch in when and where it is necessary.

To Qualify:

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant. For details about how we typically screen applications, review our [overview of the selection process](#) page.

Minimum Qualifications/Transferable Skills*:

- 1) Equivalent to a bachelor's degree in Business, Industrial Engineering, or a related field from an accredited college or university; AND
- 2) Five (5) years of increasingly responsible experience related to business process systems development and/or project management; AND
- 3) A valid driver license.

Preferred Qualifications/Transferable Skills*: You do not need to have the following preferred qualifications/transferable skills to qualify. However, keep in mind we may consider some or all of the following when identifying the most qualified candidates. Please clearly explain in your application how you meet any of the following preferred qualifications/transferable skills.

- Experience in elections project management.
- Project Management Professional (PMP) certification.
- Experience developing and monitoring budgets.
- Experience using and managing database systems.
- Demonstrated leadership skills.
- Able to educate and guide teams on policies and procedures.
- Able to apply an equity lens to procedure development.
- Able to plan for and meet critical deadlines.
- Excellent communication skills (both oral and written).
- Detail-oriented.
- Understands election cycles and statutory deadlines, especially those that are Oregon-specific.

**Transferable skills: Your transferable skills are any skills you have gained through education, work experience (including the military) or life experiences that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.*

Screening and Evaluation:

For details about how we typically screen applications, review our [overview of the selection process](#) page. We expect to evaluate candidates for this recruitment as follows. The selection process is subject to change.

Required Application Packet:

- 1) **A completed online application.**
- 2) **An uploaded resume** covering relevant experience and education. Please include the following for each employer: name of employer, location, dates of employment, your title, and a summary of your responsibilities, and if applicable, the number of employees under your supervision.
- 3) **(Optional) An uploaded cover letter** that expands on your resume and addresses why you are interested in this opportunity, and provides specific examples to demonstrate how your experience and skills align with the descriptions in the "Overview" section of this job posting, and meet the minimum and preferred qualifications of this position. Please limit your cover letter to one (1) page.

***Note:** The application, resume, and cover letter should clearly demonstrate your work experience/skills and how they relate to the descriptions provided in the 'Overview' and 'To Qualify' sections of this job posting. Please be thorough, as these materials will be used to determine your eligibility for an interview.*

- **Internal applicant:** If you are an internal candidate (current employee, including on-call, regular, probationary, limited duration, and temporary employee), your job application will consist of the career profile that you complete in Workday. Before you apply, please make sure to do the following:
 - Navigate to your profile in Workday (see: [employee launch guide](#)) and click on the "Career" section of your profile. Complete all sections of your career profile (Job History, Education, Skills, Languages, Certifications, etc.).
 - When completing the application on Workday as an internal candidate, you will need to scroll down to see the "Resume/Cover Letter" section on your screen. This is the place where you may upload your resume and cover letter by clicking the "Upload" button for EACH document you'd like to upload. There will be no other prompts for you to upload your resume and cover letter.
- **External applicant:** When completing the application on Workday as an external candidate (including volunteers, unpaid interns, contractors, and community partners) through <https://multco.us/jobs>, you will come to a page where you will see the "Resume/CV" section. This is the place where you may upload your resume and cover letter by clicking the "Upload" button for EACH document you'd like to upload. There will be no other prompts for you to upload your resume and cover letter.
- Do not click the "Submit" button before you upload your documents.

After You Apply:

- Please save a copy of this job posting for your reference, as it will not be available for you to view after the job posting closes.
- Log in to your Workday account before the job posting closes to see if you have any pending tasks or actions to complete. These can be found under the "My Applications" section. **You must complete these tasks or actions before the job posting closes.**
- Check both your email and Workday account for updates regarding this recruitment.

The Selection Process:

- Initial review of minimum qualifications.
- Evaluation of application materials to identify the most qualified candidates.
- Consideration of top candidates in order of rank and score from the list of eligible candidates. This may include phone interviews, panel interviews, and/or additional exams to determine the best candidates for a position.
- Professional reference checks.

Additional Information:

Only apply once for this opportunity.

The eligible list established from this recruitment may be used to fill future full-time, part-time, temporary, limited duration, and on-call positions.

Type of Position: This hourly, AFSCME Local 88 union-represented, full-time position is eligible for overtime.

Schedule: Monday – Friday, 8:00 AM – 4:30 PM. There may be some flexibility with start and end times. This position will be required to work extra hours during busy seasons.

Location: Multnomah County Duniway-Lovejoy Elections Building, 1040 SE Morrison Street, Portland, OR 97214.

Benefits: Multnomah County offers a generous benefits package! For more information about our benefit offerings, please visit: <https://multco.us/benefits/new-employee-benefits>

Diversity and Inclusion: At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics. The [EEO is the Law poster](#) is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference. Review our [veterans' preference page](#) for details about eligibility and how to apply.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Questions?**Recruiter:**

Judi Steuben

Email:

judi.steuben@multco.us

Phone:

+1 (503) 9880302 x80302

Application information may be used throughout the entire selection process. This process is subject to change without notice.

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

	Job Profile:
	6063 - Project Manager Represented
Worker Sub-Type	Regular Represented
Location	Duniway-Lovejoy Elections Building
Time Type	Full time
Locations	
Supervisory Organization	Elections (Tim Scott)