

Job Title: Project Coordinator (Elections)

Salary: \$63,926.00 - \$79,852.00 Annually

Job Type: Full-time

Department: City Clerk

Location: City Hall, 350 South 5th Street, Minneapolis, Minnesota

Vacancies: 3

Closing Date/Time: Fri. 02/24/17 11:59 PM Central Time

Posting Type: Open to the public

<https://agency.governmentjobs.com/minneapolismn/default.cfm?action=viewJob&jobID=1659014>

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Position Description	Benefits	Supplemental Questions
<p>There are currently three (3) full-time vacancies to be filled in Elections & Voter Services Division.</p> <p>The purpose of these positions is to ensure the fair and orderly administration of every federal, state, municipal, and school district election conducted within the City. These positions coordinate the myriad duties necessary to successfully conduct elections within one of two programs: 1) Voter Services: Absentee Voting, Election Judge Management (poll workers), and Voter Outreach & Education, and 2) Field Operations: Planning & Logistics and Warehouse. Individuals filling these positions will be expected to plan, execute, and supervise personnel of an election-related program.</p>		
<p>Job Duties and Responsibilities:</p> <ul style="list-style-type: none">• Analysis and administration of an election-related program activities.• Planning, recruitment and deployment of election judges.• Identify and recruit staff and election judges with additional language and cultural community skills.• Develop curriculum and conduct training sessions on election related duties.• Plan, organize, and execute the absentee voting process; in-person and mail. Convene the Absentee Ballot Board to prepare absentee ballots for tabulation.• Analysis of election laws and procedures and of election-related data and statistics.• Planning and logistics for election day activities.• Analysis and administration of polling place operations.• Planning and administration of voting systems operations.• Production and distribution of training materials, forms and supplies and public information materials.• Collect, analyze, and interpret statistics and data on various election activities.• Interpret and apply federal, state, and local election laws and administrative rules.• Plan, organize, and oversee the production, distribution, and logistics of election equipment and supplies.• Prepare and present election reports on the performance, analysis, recommendations, and initiatives of previous and upcoming elections to the Mayor, Council, and stakeholders.• Performance of other election-related duties, as assigned. <p>Working Conditions Requires attention to detail and standing or sitting for long periods of time. Warehouse functions include lifting and hot and cold working conditions.</p>		
<p>Required Qualifications:</p> <p>Minimum Qualifications Bachelor's Degree in related discipline or equivalent</p> <p>Minimum Experience Three years performing duties similar to those described above in elections to understand the complexity of election administration and laws.</p> <p>Licenses/Certificates N/A</p> <p>Equivalency An equivalent combination of education and experience closely related to the duties of the position MAY be considered.</p> <p>Background Check The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.</p> <p>Resume You must submit your resume along with the required official City application.</p> <p>Selection Process The selection process will consist of one or more of the following steps: a rating of relevant education and experience and/or an oral examination (100%). It is important that your application show all the relevant education and experience you possess. This information will be used to determine which candidates will proceed in the selection process. A submitted application is also used to verify the answers to any supplemental questions. Only those candidates who attain a passing score (70%) on each step in the selection process will be placed on the eligible list. The City of Minneapolis Human Resources Department reserves the right to limit the number in any phase of the selection process.</p> <p>Supplemental Questions You must respond to the supplemental questions that are included in the online application process.</p> <p>The eligible list will expire 2 months after being established.</p>		
<p>Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none">• Ability to plan, implement, and manage multi-year interconnected projects.• Ability to work under pressure, manage emergencies, and meet rigid deadlines.• Ability to understand, teach, and apply complex laws and legal principles.• Ability to train, direct, and supervise the work of staff and election judges.• Ability to analyze problems, identify process improvements, and determine the most appropriate solutions.• Ability to interact in a fair and impartial manner and establish and maintain effective working relationships with other staff members, department management, local election officials, elected officials and the general public.• Ability to communicate clearly and effectively by phone, in person, and in writing.• Ability to handle confidential information in accordance with applicable laws and policies.• Skill in gathering, analyzing, compiling and verifying data and proofreading written materials.• Skill in using computer applications.• Knowledge of federal, state, and local election laws and administrative rules.		