



**MULTNOMAH
COUNTY**

**MULTNOMAH COUNTY
ANNOUNCES A RECRUITMENT FOR**

Elections Manager

SALARY: \$64,166.23 - \$89,831.22 Annually

CLOSING DATE: February 24, 2008

RECRUITMENT NO.: 9666-01

THE POSITION:

This recruitment has been reopened and will remain active until the position is filled.

Multnomah County (Portland, Oregon) is seeking an energetic, motivated and strategic leader with a proven track record of progressive innovative thinking and program development & implementation to lead the Elections Division.

The Elections Manager is responsible for managing, directing and coordinating the activities of the Elections Division staff; providing highly complex assistance to elected officials, public agencies and related jurisdictions, and informing the public in all issues involving election activities. Essential functions include:

- Manage, direct and organize division activities including voter registration, maintenance of voter rolls, conduct of elections and implementation of contribution and expenditure report laws.
- Lead the development and implementation of program budget, goals and objectives; develop and implement policies and procedures for an efficient and effective team environment and operation.
- Monitor, develop and implement national and state election legislation and legal decisions; monitor and implement current election trends and technologies; manage the Division's record and retention program.
- Represent Multnomah County Elections to the media; respond to questions or inquiries; resolve complaints from the public; manage Division communication with vendors and other outside agencies.
- Lead a professionally open and transparent operational environment.

The County seeks an energetic, motivated and strategic leader with a proven track record of professional leadership, management and program operations experience. The ideal candidate will have a history of organizational leadership and highly developed managerial skills; familiarity with quality improvement principles and processes; and the ability to develop high performance work environments. Key competencies include: Leading employees to high quality results, team building, managing organizational change and superb customer service and conflict resolution skills.

The successful candidate will also have a history of service to the public and be known by colleagues as being honest and possessing integrity.

The ideal candidate will establish and maintain effective working relationships with peers, elected and appointed officials and will build relationships with other jurisdictions. He or she must and take a collaborative and team approach in achieving the work of the division and the department.

The Elections Manager must be comfortable working with the media and providing elected officials with all necessary information. This person must remain calm under pressure and have an open communication style.

The competitive candidate will be politically astute and diplomatic with the ability to communicate with a wide variety of constituencies in a clear, concise and credible manner. The candidate must possess excellent listening, verbal and written communication skills.

TO APPLY:

Multnomah County is committed to hiring a diverse workforce. All qualified candidates are encouraged to apply by November 30, 2007.

Please send a cover letter and resume (e-mail preferred) to Jerry Petty at the following address:

**Multnomah County
Department of Community Services
1600 SE 190th Ave, Suite #224
Portland, OR 97233
jerry.d.petty@co.multnomah.or.us**

Multnomah County is actively recruiting persons from diverse backgrounds to enhance service delivery to our diverse community. Our commitment to exceptional customer service relies upon a team-oriented workplace and a continuous quality improvement environment.

TO QUALIFY:

In order to meet the screening qualifications for this recruitment, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications. The following guidelines will be used in evaluating applications. Credit for work that is less than 40 hours per week will be pro-rated. Relevant experience may substitute for the required education on a year-for-year basis. Relevant education may substitute for some or all of the required experience. Post-high school education will be credited on the basis of 30 semester hours or 45 quarter hours equal one year.

TO QUALIFY:

Any relevant combination of the following educational background and experience would meet the minimum qualifications for the position:

- **Four years of increasingly responsible management experience, including two years of supervisory experience.**
- **A history of proven leadership: managerial and supervisory skills are a must.**
- **Management experience involving elections is highly desirable. Management experience involving vote by mail is preferred.**
- **The equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration or a related field is required.**

Priority will be given to candidates who understand Federal policies and directives regarding elections, as well as the role of government in preparing for and responding to election needs and requirements.

THE APPLICATION PACKET:

Please read the following information carefully, as failure to follow instructions may result in your disqualification.

Hand-delivered and mailed application packets must be received in the Human Resources Office by 5:00 p.m. on the closing date, if specified. On-line application packets must be received by

midnight on the closing date, if specified. The application packet will consist of the following:

Type: Executive/Unclassified Classification

FLSA: Exempt

SUPPLEMENTAL INFORMATION

Principles, practices, and procedures of elections activities.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Federal, state and local laws, ordinances, rule and regulations involving elections.

Operational characteristics and applications of data processing equipment.

Respond appropriately to media inquiries.

Organize, direct and implement a comprehensive elections program.

Prepare and administer a complex budget.

Hire, supervise, train, evaluate and discipline assigned staff.

Analyze and evaluate complex legislation and anticipate and guide research.

Develop recommendations to guide County response to complex election legislation.

Analyze, evaluate and organize ballot related information generally within short time frames.

Present information orally and in writing in a clear and logical form.

Establish and maintain tactful, effective working relationships with the public, Secretary of State and other jurisdictions and other parties affected by the County's elections program.

Use and maintain effective interpersonal skills.

Identify and respond to elected official's issues and concerns as well as to those seeking an elected position.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

THE SCREENING AND EVALUATION PROCESS:

- 1.** Unless otherwise noted, applications will be screened to determine if applicants meet the minimum qualifications. All the evidence of meeting the minimum qualifications **must** be shown on the standard Multnomah County Employment Application; other application materials will **not** be reviewed at this stage of the screening process.
- 2.** Application packets that meet the minimum qualifications will be screened again on the applicants' ability to do the job based on the following criteria: relevance of training and education, relevance of work experience, and the complexity of relevant work performed and/or responses to supplemental questions.
- 3.** Applicants who pass at Step #2 may be asked for additional information either orally or in writing. The final score and placement on the civil service list of eligibles will be based on the application, responses to the supplemental questions, and/or any additional information obtained.
- 4.** The highest scoring applicants will be referred to the hiring manager for an interview.

Executive, non-civil service employees serve at the pleasure of the appointing authority. Appointments to Executive Service positions may be made through direct appointment, or through a recruitment process. When a recruitment process is used, applications will be screened to identify the candidates whose education, experience and abilities best match the desired qualifications for the position.

Please note that the application information may be used throughout the entire screening and recruitment process. This process is subject to change without notice.

VETERAN'S PREFERENCE:

If you have been discharged within fifteen years of the date of this application, or are a disabled veteran, you MAY qualify for veteran's preference. If you feel that you qualify, please submit a completed Multnomah County Veteran's Preference form and all required documentation, including a copy of your DD214, with your application packet by the closing date. Veteran's preference cannot be honored for this recruitment without it. Veterans who qualify will be granted five points preference upon successful completion of all phases of the recruitment process. Disabled veterans who qualify will be granted 10 points.

Please note that Veteran's preference is not applicable for executive, non-civil service positions.

EQUAL OPPORTUNITY EMPLOYMENT:

Multnomah County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, physical or mental disability, political affiliations, sexual orientation, gender identity, source of income, familial status or any other nonmerit factor. Accommodations and/or assistance will be gladly provided for any applicant with sensory or nonsensory impairments, upon request, at the telephone numbers listed below.

HOW TO APPLY

There are two ways to submit application forms. The standard Multnomah County application form and supplemental form, if applicable, are required and must be received by the closing date, if shown. Applicants are encouraged to submit their application on-line at <http://www.multcojobs.org>. Applicants may also submit applications in person at the Application Drop Off Center. Application materials will **not** be sent nor received by FAX or by email.

On-line: <http://www.multcojobs.org>

In Person: Multnomah County Application Drop Off Center
1120 SW Fifth Avenue, 1st Floor Lobby, Portland, OR

Mailing Address: 501 SE Hawthorne Blvd., Suite 400, Portland, OR 97214

Questions about the application process for the hearing impaired: (503) 988-5170 TTY

NOTE: 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.

Contact Name(s)/Phone(s): Jerry Petty
503-988-3180

Department: DCS - Department of Community
Services

Class Number/Title: 9666/ELECTIONS MANAGER

Date: October 12, 2007