

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Elections Manager

FLSA: Exempt

Department: Elections

Union Affiliated: No

Reports to: County Auditor

Pages: 1 - 3

General Position Summary:

This position manages voter registration and administers all elections in Cowlitz County, Washington. The Elections Manager trains and supervises permanent and temporary staff responsible for preparing and conducting elections, voter registration maintenance and other duties needed to comply with statutes and deadlines. The Elections Manager resolves election issues, whenever they occur, to ensure elections and voter registration activities are not obstructed.

Essential Duties and Responsibilities:

1. Coordinate the activities of the Elections staff, ensuring accurate completion of all critical functions of the Elections Division according to Washington State laws and county procedures.
2. Oversee maintenance of voter registration information in the County's voter registration database to ensure its integrity with the Office of the Secretary of State's Voter Registration Database.
3. Work closely with the County Assessor, Building & Planning and the Geographic Information Services to ensure precinct lines, levy codes, and voter registration addresses are accurate at all times.
4. Adjust precinct boundary lines when necessary and report them to Office of the Secretary of State.
5. Oversee appointment and training of election board workers and liaisons.
6. Ensure voting center(s) are accessible and in compliance with the Help America Vote Act, American Disabilities Act and other federal/state laws.
7. Schedule Canvassing Board activities and all other open public meetings.
8. Prepare and maintain documents and official records of elected offices for county and local jurisdictions. Prepare official oaths, filings and all election certifications for local and state records.
9. Perform Elections Deputy duties as needed, including but not limited to, the programming and operation of tabulation equipment, maintenance of voter registration records, local voters' pamphlets, creating printed guides for candidates and jurisdictions, and maintaining the Elections website.
10. Coordinate with the State, joint counties, cities and local jurisdictions on all candidate filings, election date scheduling and election information.
11. Calculate election and voter registration costs and bill jurisdictions for their cost share of expenses. Prepare budgets for the Elections division and oversee annual expenditures and revenues. Solicit bids on contracts and maintain yearly support contracts for service.
12. Design ballots, determine quantities of ballots needed for each election, and coordinate orders with ballot printer.
13. Collaborate and coordinate with the Secretary of State's Office on the production of combined local and state voters' pamphlets.
14. Coordinate and oversee ballot packaging, mailing of ballots and the reconciliation of all voted ballots.
15. Oversee the organization of archiving, indexing, and secure storage of all election documents and materials.
16. Develop and update policies and procedures to comply with state and federal laws, working toward long-term improvements in processes, procedures, and technology.
17. Collaborate with the Secretary of State's Office on pending legislation impacting the elections process.
18. Collaborate with the Chief Civil Deputy Prosecutor on approvals of ballot titles, legal challenges and related issues.
19. Act as public relations with the political parties, media, elected officials, and interested organizations.
20. Oversee the development and administration of various voter outreach programs.
21. Ensure election equipment is properly maintained and in working order, including equipment inventory.
22. Attend and participate in mandatory on-going training including certifications and annual training. Schedule elections staff for training as needed. Attend and/or conduct staff meetings. Present and implement recommendations to improve performance and services.

23. Perform other duties as assigned.

Minimum Qualifications:

1. High School diploma or equivalent.
2. Must be certified by the State as an election administrator within 18 months of employment. (RCW 29.04.540 and WAC 434-260-220)
3. Must maintain yearly certification by the State as an election administrator.
4. Experience in modern clerical practices and procedures. Experience with and ability to efficiently use a personal computer and applicable software to successfully perform the essential functions of the position.
5. Must be bondable (able to be covered by the County's liability/risk insurance).

Required Skills and Abilities:

1. Excellent interpersonal and customer service skills to courteously deal with the public and staff and able to handle public pressure or disgruntled public.
2. Exceptional ability to focus on detail.
3. Develop and maintain effective working relations with staff, other departments, jurisdictions, and local and state agencies.
4. Knowledge of modern supervisory practices.
5. Work well independently as well as in a cooperative and teamwork environment. Complete or ensure that tasks and department responsibilities are met within prescribed deadlines per procedures or statutes. Be creative and resourceful with problem-solving skills.
6. Work well in a multi-task environment, maintain focus while attending to different tasks simultaneously.
7. Skilled at effectively communicating and explaining processes and legal aspects to the public and employees. Excellent communication skills, oral and written, in a professional manner. Possess strong public speaking skills.
8. Possess a good understanding of the statutes and ordinances applicable to the functions of the Elections Division and be able to interpret and implement them.
9. Ability to manage complex projects involving technology.
10. Ability to handle job stress and interact effectively with others in the workplace.

Preferred Skills and Qualifications:

1. Advanced working knowledge and skillset with Microsoft Office applications, website design, and ability to analyze and manipulate electronic data.
2. Ability to troubleshoot software application issues with or without support.
3. Ability to be flexible and work in a high pressure, on-call environment with changing priorities.
4. Two years of management/supervisory experience.

Equipment or Tools:

1. Operate standard office equipment including fax, copier, multi-line phones, adding machine, and printers.
2. Operate a personal computer and Microsoft Office.
3. Operate and develop the Elections website.
4. Operate and perform general maintenance of election tabulation and voter registration equipment.

Job Scope:

Level of Supervision Received:

Operate under minimum supervision, with higher level of supervision during training or special projects. Required to provide regular status reports.

Level of Supervisory Responsibilities:

This is a management position over the Elections Deputies and temporary employees assigned to the Elections Division. Involved in the hiring, training, evaluation, discipline and termination of employees.

Communication with others:

Extensive contacts and communication during elections, oral and written. Contacts occur with own department staff, other county employees, media, citizens, temporary employees, and other local or state agencies. Communication may be in person,

over the phone, fax, correspondence or electronic form. Conduct educational presentations as well as serve as division spokesperson.

Decision Making Capacities:

Limited to the essential duties of the job, applicable procedures and statutes. Consult with Auditor for unusual or out-of-scope matters.

Working Conditions:

1. May require work hours in excess of 7.5 hours per day or 5 days per week. Expect work hours during elections to include overtime and work on weekends necessary to complete the tasks per applicable RCW and WAC.
2. May require travel for training purposes and commute to other departments or government agencies.
3. Deal with the different circumstances that may rise during customer service duties including disgruntle citizens and citizens from diverse backgrounds.
4. Observe and abide with all county and department policies, goals and objectives.
5. Able to work well and complete duties under stress, and deadlines, while attending to multiple duties simultaneously. Demands to meet deadlines increase during elections.
6. Tolerate prolonged computer related exposure. Ability to sit/stand at a workstation for long periods of time.

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing			X		
Walking			X		
Climbing		X			
Sitting					X
Stooping / Kneeling			X		
Lift/Carry up to 15 lbs.					X
Lift/Carry up to 30 lbs.				X	
Lift/Carry up to 50 lbs.				X	
Push/Pull up to 25 lbs. of exertion					X
Push/Pull up to 50 lbs. of exertion				X	
Work below waist level			X		
Work at waist to shoulder level					X
Work above shoulder level				X	
Reach further than arm's length			X		
Fingering					X
Grasping / Holding				X	
Talking					X
Hearing					X
Seeing					X
Work in confined spaces	X				
Exposed to extreme temperatures		X			
Operate tools or machinery (inc office equip.)					X
Operate motorized vehicles/equipment			X		
Work at heights balancing		X			
Use/exposed to hazardous substances			X		

01/17/02, 08/19/15

Last Revision