



CLASSIFICATION NO. 051  
Revised: 9/85, 1/93, 4/23  
FLSA: Exempt  
EEO: 2

## **ELECTIONS MANAGER**

### **CLASS CHARACTERISTICS**

Under general direction, to plan, organize, manage, and conduct all elections (federal, state, and local) for Clackamas County residents; to ensure elections procedures and voter registration records comply with statutory requirements and are conducted in an accurate, transparent, efficient, and accessible manner; to supervise regular and temporary staff; to maintain an inclusive, welcoming, safe, and secure workplace for staff and the public; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The County Clerk's Office is responsible for administering and conducting all federal, state, and local elections in Clackamas County; processing all real property transactions, plats, Board of County Commissioner's Journal documents, and board orders for Clackamas County; issuing marriage licenses and officiating weddings; coordinating the Board of Property Tax Appeals which resolves property assessment appeals; accepting passport applications; and supporting other County departments in making public records available to the general public.

The Elections Manager is responsible for maintaining voter registration records, candidate filing, district and precinct boundaries, and vote by mail processes. The incumbent is responsible for managing each election using project management principles, following all federal, state, and local laws and rules, and incorporating available technology and best practices. Responsibilities include supervising and directing the work of regular and temporary election division staff and temporary election workers; preparing, administering, and monitoring the annual budget for the Elections Division and working closely with other county departments, the Secretary of State Elections Division, third party vendors, local jurisdictions, candidates and election officials, media, political parties, and voters.

The Elections Manager differs from the Elections Specialist, Senior classification which has lead responsibility and performs the technical and administrative functions of the County Clerk's Office, but does not have budgetary, supervisory, or division management responsibilities.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Manages and organizes the Elections Division as required by federal, state, and local law and administrative rule including conducting elections, voter registration, candidate filing, voters' pamphlets; maintaining district and precinct boundaries, ballot design, vote by mail processes, and accessible elections; prepares elections materials and administers elections; monitors and implements changes in election law, election technologies, trends, and

processes; fosters a culture of continuous improvement; including efficiency, accuracy, transparency, and timeliness.

2. Hires and supervises division staff, including permanent and temporary employees, and temporary election workers; plans, prioritizes, assigns, and reviews assigned work; actively participates in recruitment, selection, hiring, and retention of staff; coaches and mentors assigned staff; encourages professional development; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
3. Assists in creating an inclusive, positive, and supportive work environment; enforces a safe and secure workplace; establishes a culture of teamwork, accountability, and communication; participates in emergency management and public safety initiatives; works with the County Clerk and other management staff to create an environment where all people thrive, are celebrated for their diverse identities; and feel safety, trust, and belonging.
4. Consults with County Clerk, County Counsel, Secretary of State Elections Office, and other local jurisdictions regarding statutes and administrative rules affecting elections administration; assists in development of policies and procedures to meet legal requirements; consults with Technology Services and third party vendors to develop, implement, and maintain computer programs, specialized technology, and databases.
5. Prepares, administers, and monitors the annual division budget; determines and justifies costs; monitors and controls budget expenditures; allocates jurisdiction costs, labor, and other election expenditures; negotiates and administers contracts with third party vendors; works with internal departments for services, materials, and equipment.
6. Coordinates with the County Clerk and Department of Public and Government Affairs in representing Clackamas County Elections to the media and the public through press releases, media interviews, outreach events, and voter and candidate education and outreach; communicates with a wide range of stakeholders, both internally and externally; responds to questions and inquiries from the public; resolves complaints from the public and supports staff in handling difficult customer service situations.
7. Acts as a representative of the County Clerk to maintain positive and effective relationships with other county, state and federal offices, including other county clerk and election offices; exchanges information to assist in the development of cooperative programs with other election administrators; attends professional conferences and meetings.

## **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Federal, state, and local laws, State of Oregon statutes, rules, and regulations governing the duties of the County Clerk and proper elections procedures; vote by mail processes; court decisions and best practices related to elections; procedures used to conduct elections for local and special districts; information technology and computer knowledge applicable to elections administration and functional responsibilities; project management practices.

Working knowledge of: Principles and practices of management and supervision; participative management theories; techniques of budgeting and fiscal administration for local governments;

procedures involved in preparing and printing ballots, letters, voters' pamphlets and related election forms and materials; modern office practices and procedures; diversity, equity, and inclusion in providing government services.

**Skill to:** Analyze, interpret, and apply federal and state statutes, legal opinions, and administrative rules; develop and implement cost effective programs, policies and procedures; plan, organize and direct division operations and assigned personnel; create a culture of teamwork, accountability, and communication; prepare and administer an approved budget; communicate effectively verbally, in writing, and while presenting with varied stakeholders; conduct research and verify the authority and accuracy of information; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; establish and maintain effective working relationships with stakeholders.

### **WORKING CONDITIONS**

Must be available for periodic evening and weekend work as required by elections activities.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of six (6) years of related experience of which four (4) years must be in a Vote-by-Mail elections office setting that would provide the required knowledge and skills to perform the responsibilities of this position.

A minimum of three (3) years of experience leading and/or supervising staff.

**Licenses/Certifications:** None Required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.