



FRANKLIN COUNTY JOB POSTING

Elections Manager

Open Date: June 6, 2022	Location: Franklin County Courthouse 1016 N 4 th Ave, Pasco, WA
Close Date: July 6, 2022	Type: Full-Time, Non-Bargaining
Reports to: Franklin County Auditor	FLSA Status: Exempt
Salary and Benefits: Grade 19, Starts at \$36.13/Hour; Full Benefits Package	

SUMMARY

The Elections Manager plans, organizes, directs, evaluates, and continuously improves operations in the Elections Department in order to achieve goals aligned with department and County strategic objectives, ensuring all statutory and defined functions of the office are accomplished, including public monitoring of the elections process. This position plans, organizes, and manages the operations, activities, facilities, equipment, technology, policies, procedures, documentation, communication, coordination, and assigned full time and seasonal employees, according to rigid deadlines and current department and County practices, in order to administer elections and voter registration in the County for all federal, state, county, municipal, and special district elections.

ESSENTIAL FUNCTIONS OF THE JOB

- Oversees County voter registration activities including records and reporting, ballot processing, security, signature verification, ballot tabulation, canvassing of ballots, auditing, reconciling, and creation/distribution of electronic and print voters manual.
- Coordinates with the State, County departments and local jurisdictions in managing alterations to district boundary changes, annexations, and mapping related resulting from the Census, law changes or other legal proceedings.
- Directs or prepares required or requested special reports or projects requiring extensive research, surveys, and interpretation of financial, historical, and statistical data.
- Develops, implements, monitors, evaluates, and makes improvements to ensure efficiency and effectiveness of the Elections Department performance standards, processes, policies, procedures, and recordkeeping.
- Plans, organizes, directs diverse work assignments/schedules, evaluates progress, and shifts priorities for the programs, plans, requirements, and administration of services for the Elections Department in accordance with related codes, ordinances, regulations, laws, and County guidelines, ensuring work is completed in a safe, efficient, and timely manner.
- Evaluates and communicates consistent and timely performance feedback, coaching, performance evaluations, and improvement plans to employees in the Elections Department. Identifies, coordinates, or provides training or development activities as needed to enhance employees' effectiveness.
- Manages the full time and seasonal staffing functions, including creating staff selection criteria, and personnel management. Provides or coordinates the Elections Department's new employee orientation, including County and department policies and/or employee handbooks, and initial position task training.
- Develops, administers, and monitors an accurate, realistic, and fiscally sound budget and performs fiscal operations, payroll approval, and the administration of federal grants for the Elections Department and assists in the Auditor's Department budget, ensuring alignment with department goals and objectives and in compliance

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with required reporting and Franklin County standard practice. Administers election and voter registration billings to cities, towns and special districts.

- Monitors, reports, interprets, communicates, and recommends, makes, and/or leads changes to policy, procedures, or programs due to new trends, innovations, federal, state and local rules, laws, regulations, legislation, codes, and ordinances as they relate to the assigned areas and responsibilities.
- Serves as the primary contact for the public records request process, including identification and preparation of responsive documents utilizing the County's public records system.
- Coordinates with County GIS Manager to define, update and maintain district and precinct mapping layers to meet specific needs and requirements. Combines separates and redefines voting precincts subject to County Commissioner approval.
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

KNOWLEDGE, SKILLS, AND ABILITIES

- Expert knowledge of modern principles, methods, and practices in election management including ballot preparation, voting procedures and conducting of elections, and voting machines.
- Expert knowledge of Franklin County business and financial acumen and the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment according to current department and County practices, including elections, voter registration, and election records.
- Expert knowledge of principles, practices, and techniques and related tools, equipment, and technology as they relate to area(s) of assignment according to current department and County practices.
- Expert knowledge of principles and practices of management as applied to supervision, training, performance evaluations, program planning, staffing, budgeting, coordination, analysis, and evaluation of programs, policies, operational needs, and staff development.
- Expert project management skills including creating scope and sequence, communication, leadership (providing direction, vision, coaching team, sound judgment, issue and conflict resolution, effective decision making), negotiation, team building, use of project management tools and techniques, organizational savvy, personal organization, risk management, and breadth in elections management and voter registration.
- Expert skills in troubleshooting and resolving issues or problems by analyzing problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Expert time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Proficient computer skills and proficiency in Word, Excel, Outlook, the internet for research, and the ability to develop proficient skills in the current County-wide resource planning software. Proficient GIS software skills to create shape and mapping files, and maintain and verify county's data in the Washington State voter database.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and/or confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively orally and in writing, and communicate department, technical, or industry information, policies, requirements, and procedures in a language understood by co-workers and the general public.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, media, and the general public using courtesy, tact, and good judgment.
- Ability to lead the Elections Department by remaining open to new ideas and approaches, managing change, solving problems and making decisions, managing politics and influencing others, taking risks and innovating,

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setting vision and strategy, managing the work, demonstrating a commitment to staff development, communicating information and expectations often and openly, enhancing business skills and knowledge, understanding and navigating the organization, and creating a feeling of succeeding and failing together.

- Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by articulating clearly, engaging the audience, assessing the needs of the audience, and using appropriate materials to help the audience understand the message.
- Ability to work independently, identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to staff, remaining calm during emergency situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
 - frequently: in an office environment, in outdoor weather conditions, and near dirt, dust, and shavings, and
 - occasionally: near moving mechanical parts.
- The noise level in the general work environment is usually moderate like a standard business office.

SPECIAL CONSIDERATIONS

- Required to work nights, weekends, or holidays as needed in order to meet deadlines, especially during election season.
- Required to travel regularly within the local community during elections to ballot boxes located throughout Franklin County and occasionally required to travel to attend citizenship ceremonies, training, and conferences.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
 - constantly: talk or hear, use hands and/or fingers to handle, feel, or operate equipment or tools, and reach with hands and arms, and
 - frequently: stand, walk, or sit for extended periods, climb, pull, push or balance, and stoop, kneel, crouch, or crawl, and
 - occasionally work in cramped or confined space.
- carry or transport up to 25 pounds occasionally.
- have the following vision abilities: close vision (less than 1 inch to 20 inches or more).

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree with major coursework related to Public or Business Administration or Political Science.
- Five years of supervisory or managerial experience.

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OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Receive and maintain certification as an Elections Administrator (State of Washington)
- Valid driver's license if driving a vehicle for County business.

OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Refer to Franklin County Website for complete job posting and application instructions.

*APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:
Franklin County Human Resources • 1016 N.4th Avenue, A101 • Pasco, WA 99301 • 509-546-5813*

OR DOWNLOAD FROM THE COUNTY WEBSITE AT: www.co.franklin.wa.us

E-MAIL COMPLETED APPLICATION PACKAGE TO: hr@franklincountywa.gov

Selection based on qualifications, interview, background checks and drug screening, where applicable.

FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

If you require an accommodation in the recruitment process or an alternate format of application materials, please contact the Human Resources Department at 509-546-5813.