

SNOHOMISH COUNTY JOB DESCRIPTION

ELECTION AND VOTER REGISTRATION SUPERVISOR

Spec No. 6052

BASIC FUNCTION

To supervise and coordinate the activities of the Election and Voter Registration division of the County Auditor's Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, prioritizes, coordinates, supervises and evaluates the work of subordinates in the Election and Voter Registration Division; reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures; handles day-to-day personnel questions and problems.
2. Participates in and makes recommendations concerning hiring, training, evaluation, discipline, transfer and termination of subordinate employees; develops work plans and monitors actual progress; assesses employee performance against set standards, goals and objectives.
3. Provides technical expertise and training to staff, including writing and publication of localized training procedures, policies and process manuals. Training duties include one-on-one assistance to staff and classroom training for groups (seasonal, observer, and extra help).
4. Consults with leadership team and staff to analyze election season work flow procedures to determine system need changes; coordinates with software vendors, the Secretary of State VRDB and DIS when necessary.
5. Analyzes and resolves technical problems and procedural questions encountered in the work unit that Election and Voter Registration subordinate employees cannot answer; receives, investigates, and resolve customer's questions, problems and complaints.
6. Reviews work completed and monitors work in progress including ballot design and preparation, data base integrity, jurisdictional annexation and map creation, office outreach publications, ballot tabulation hardware functionality, web site design and content.
7. Recommends and develops controls, standards, policies, procedures and budgets related to specific Election functions and programs and ensures that areas of operation comply with applicable federal and state laws, regulations, codes and guidelines, and with county ordinances, policies and procedures; monitors and maintains necessary records.
8. Coordinates operations and promotes partnership with other county departments and programs, outside agencies, citizen groups, the media and the general public as necessary; provides technical voter registration and elections assistance to other public agencies or organizations as required.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Coordinates and conducts studies or needs assessments to plan for, evaluate and improve or streamline services provided by the division; drafts recommended modifications to applicable ordinance, regulations, policies, procedures and standards.
10. Responds to public inquiries regarding specific problems or issues in area of responsibility; notifies the division manager of sensitive issues or trends.
11. Prepares short term and long-range work plans and assignments; carries out Election and Voter Registration Division work plans, goals and objectives providing oversight and direction to subordinate staff as necessary to ensure compliance with set standards.
12. Maintains and prepares divisional payroll records including data entry using Excel spreadsheets and High Line County Network Payroll system; initiates correspondence and divisional forms; executes, records and monitors disciplinary actions; approves leave requests; tracks employee FMLA usage and monitors for federal and state law compliance.
13. Represents the Election and Voter Registration Division or Auditor's Office on various state committees.
14. May represent the Auditor's Office at the Snohomish County Canvassing Board meetings; maintains the official Snohomish County Canvassing Board minutes; provides technical and procedural assistance to the Snohomish County Canvassing Board as needed.
15. Administers the state Address Confidentiality Program (ACP) for the Division.
16. Assists the division manager in developing and implementing systems, programs, and long range plans to provide for effective elections and voter registration operations.
17. Administers Elections supply budgets, maintains relationships with current and potential vendors, postal service, and mailing house vendors.
18. Coordinates all storage, distribution, access and accountability systems used in the Election Distribution Center facility.
19. Responsible for retaining, securing, monitoring and purging official ballots and related documents according to State and Federal requirements.
20. Attends professional seminars, training, and meetings as required.
21. Represents the Auditor's Office at statewide training conferences, statewide Election and Voter Registration Committees and testifies before the County Legislative Council as necessary.
22. May act as the divisional manager in his/her absence.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

23. May perform the duties of all subordinate level employees.

24. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Five (5) years professional work experience including two (2) years of senior or supervisory level experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. College degree(s) and/or coursework may be substituted for work experience. Public sector experience and experience in elections or voter registration is desired. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Must acquire and maintain election administrator certification through Washington State Office of the Secretary of State within three (3) years of hire.

PHYSICAL REQUIREMENT

Ability to lift objects up to 35 pounds is required. Extended periods of standing, reaching, lifting objects for up to periods of 8 hours may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal, state and local election laws;
- training, teaching and evaluation techniques and methods;
- general standard office practices and procedures;
- supervisory practices and techniques;
- the principles and practices of personnel management
- business writing including proper English, spelling, grammar, punctuation, and word usage;
- Microsoft Office software including proficiency in Access database management; Excel spreadsheets and advanced word processing, mail merge and templates using Word.

Ability to:

- develop, support, and inspire others to participate and contribute to a shared vision of customer service, integrity and accountability;
- lead people in complex work production;
- read, interpret and implement related Washington State and federal laws, local ordinances and the policies and procedures of multiple state agencies;

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- inspire trust and confidence;
- empower decision making, problems solving and growth through change;
- plan, organize, coordinate and direct the operations and activities of division;
- effectively supervise, manage and evaluate the work of subordinate employees;
- read, interpret and apply a variety of work related laws, rules, regulations, policies and procedures;
- establish and maintain effective work relationships with public officials, the media, political parties and candidates, higher level management, associates, subordinates, employees of other agencies, and with the general public;
- communicate effectively both orally and in writing;
- prepare a variety of correspondence, reports and other written materials;
- work under pressure and delegate responsibility effectively.

SUPERVISION

The employee in this class receives direction from the division manager and has wide latitude in accomplishing assigned duties. Employee plans and carries out successive steps and resolves problems in accordance with applicable laws, instructions, policies, and accepted professional practices. Employee is responsible for supervising others and ensuring that the accuracy and productivity goals of his/her subordinates are reached.

WORKING CONDITIONS

The work is performed in the Election and Voter Registration Division of the Auditor's Office; however, work assignments may be off-site including, but not limited to, the election distribution center facility and/or the contracted election printers facilities. The employee is required to work overtime hours and/or weekends and/or split shift as necessary to meet the workload of the division during high volume periods and election seasons. Overtime may exceed an additional 5 hours a day.

This is sedentary work requiring the exertion of up to 35 pounds of force seasonally and a negligible amount of force frequently or constantly to move objects; work requires reaching, bending, standing, walking, pulling, pushing, lifting, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; employee is not subject to adverse environmental conditions.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: January 1986 as Lead Elections Publications and Scheduling Technician
Revised and Retitled: May 1990 as Elections Coordinator, June 2000 as Elections Division
Supervisor, September 2007 as Election and Voter Registration Supervisor
Revised: March 1994, September 200, May 2009
EEO Category: 6 – Administrative Support
Pay Grade: 242 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous