SNOHOMISH COUNTY JOB DESCRIPTION

ELECTIONS AND VOTER OUTREACH SPECIALIST

Spec. No. 2391

BASIC FUNCTION

Develops and promotes voter registration, voter education, and election awareness campaigns for all communities. Serves as a process lead during elections. Develops and implements recruitment strategies for seasonal elections workers. Assists the voter registration unit as required.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops and implements voter outreach plans to increase awareness of elections and voter registration in diverse communities across Snohomish County.
2. Identifies, develops, and maintains community partnerships to increase awareness of elections and voter registration.
3. Develops relationships with community leaders and serves as the organization's liaison with various constituents.
4. Assists in the development of voter education materials and publications.
5. Researches and analyzes voter registration and elections data.
6. Assists in the promotion and dissemination of elections information, forms, and pertinent materials into different languages.
7. Participates in the recruitment, hiring and training of seasonal elections workers.
8. Serves as a process lead during elections.
9. Identifies and participates in outreach events which publicize election services and resources.
10. Performs all job duties of an elections and voter registration examiner as required.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in community relations, education, public policy, or other related field; AND, three (3) years of experience working in an outreach capacity with verifiable responsibility for events and programs; two (2) years of supervisory experience OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities.

PREFERRED QUALIFICATIONS

Previous elections experience is preferred.
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SPECIAL REQUIREMENTS

A valid Washington State Driver’s License is required.

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- the election process
- communication and public relations practices
- Microsoft Office applications
- concepts and techniques used in community outreach and civic engagement
- presentation and public speaking skills
- basic training, teaching and evaluation practices and methods
- basic supervisory methods and technique
- customer service techniques and practices
- project design and implementation

Ability to:

- understand, explain, and apply federal, state, and local laws, rules and regulations governing elections
- communicate effectively both orally and in writing
- prepare accurate, clear, and concise written materials
- work effectively with diverse communities, ethnicities, religions, cultural and social groups
- exhibit positive, enthusiastic, and cooperative work habits
- present a professional attitude and appearance
- plan, organize and prioritize work
- work under pressure and meet strict deadlines
- participate in continuous improvement activities within the division/office
- operate with a high degree of accuracy
- exercise good judgment, work independently and function effectively in a team-oriented environment
- enter large volumes of data and verify records in voter registration database
- maintain effective work relationships with supervisors, peers, and the general public

SUPERVISION

The employee is supervised by the Election and Voter Registration Supervisor and Elections Manager.
WORKING CONDITIONS

The work is performed in a usual office environment. Some work assignments may be off-site including schools, community associations, libraries, and other organizations and may involve evening hours. Out of county and/or overnight travel may be required. The employee is required to work evenings, weekends, and holidays as necessary to meet the workload of the division. During certain periods work hours may change dramatically dependent on assignment.

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

EEO policy and ADA notice