

SNOHOMISH COUNTY JOB DESCRIPTION

ELECTIONS AND VOTER REGISTRATION MANAGER

Spec No. 1040

BASIC FUNCTION

Plans, directs and manages the operations of the Elections and Voter Registration Division of the Auditor's Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops, implements and updates program goals and policies and procedures for the Elections and Voter Registration Division.
2. Reviews and evaluates work performance; develops performance measures and standards; coaches, counsels and disciplines staff as necessary.
3. Oversees the recruitment, selection and training of seasonal elections staff.
4. Interprets federal and state elections law and county code related to elections practices.
5. Analyzes elections data for strategic planning and program development.
6. Promotes the division through County website and other means and provides elections information to the media as necessary.
7. Conducts regularly scheduled staff meetings, prepares management reports, develops annual division budget requests, and manages budgets.
8. Advocates for and implements change to state election laws and administrative rules.
9. Serves as subject matter expert on elections technology and hardware.
10. Represents Snohomish County on state and county election committees, commissions and task forces.
11. Speaks on election related matters before the state legislature, county council, local officials, and at community group events.
12. Determines charges and prepares invoices associated with elections and voter registration costs for jurisdictions and junior taxing districts.
13. Presents election information to Snohomish County's Canvassing Board; prepares and submits official state and county election documents.
14. Performs other duties as assigned.

SNOHOMISH COUNTY JOB DESCRIPTION

ELECTIONS AND VOTER REGISTRATION MANAGER

Spec No. 1040

MINIMUM QUALIFICATIONS

Bachelor's degree in management, business, public administration or a related field; AND four (4) years of management experience in a government or business office; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities.

PREFERRED QUALIFICATIONS

Two (2) years of experience in elections administration preferred.

Certification in elections administration preferred.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License.

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:

- principles and practices of management and personnel administration
- principles and practices of statistical analysis and data driven decision-making
- principles and practices of continuous improvement
- Microsoft Office Suite and database management
- budget and program planning concepts
- project management techniques
- federal, state and local election laws
- customer service techniques and principles

Ability to:

- interpret and apply laws, rules, and policies governing division operations
- initiate change and take effective action to correct deficiencies
- exercise sound judgment
- solve challenges in an objective, efficient and professional manner
- maintain effective work relationships with staff, colleagues, government officials, the media, candidates, elected officials, and the general public
- communicate effectively both orally and in writing
- present elections information to county council, the executive, the media and the public
- analyze data accurately
- present information to colleagues, stakeholders and the public

SNOHOMISH COUNTY JOB DESCRIPTION

ELECTIONS AND VOTER REGISTRATION MANAGER

Spec No. 1040

KNOWLEDGE AND ABILITIES (Continued)

- interact with others using courtesy, tact, compassion and diplomacy
- work effectively with elections related vendors
- oversee elections technology contracts and maintenance agreements
- delegate tasks responsibly
- promote continuous improvement practices
- prioritize and work on multiple projects concurrently
- prepare correspondence, reports and other written materials

SUPERVISION

The employee exercises independent judgment and discretion in carrying out assignments and special projects. The employee receives general direction from the Auditor and/or the Chief Deputy Auditor. The work is reviewed through meetings, periodic status reports and by evaluation of results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment. Travel is required to attend conferences and meetings. The employee is required to work evenings, weekends and holidays as necessary.

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

[EEO policy and ADA notice](#)

Class Established: June 1977 as Election Supervisor
Revised and Retitled: February 1990 as Elections Manager
Revised and Retitled: March 2011 as Elections & Recording Manager
Revised and Retitled: October 2017 as Elections & Voter Registration Manager
Revised: September 2007, May 2009
EEO Category: 1 - Officials and Administrators
Pay Grade: 111- Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous