**Class Summary**

The responsibilities of this classification include managing and overseeing assigned elections programs that support the administration and operation of elections in King County. Programs include, but are not limited to, ballot processing, voter services, legislative and/or policy development, and strategic initiatives. Incumbents supervise a variety of technical and professional staff or lead specific project teams.

**Distinguishing Characteristics**

This is a single-level classification. Elections Program Managers apply specific knowledge and experience in the elections process, provide technical assistance to regular and project staff, determine program or project budgets, develop and maintain program and process schedules, define scopes, manage assigned operational units, and are accountable for the work performed for their assigned program and/or services.

The classification is distinguished from the Deputy Director in that the Deputy Director is responsible for the overall management and oversight of the Department’s operational section and associated responsibilities. Elections Program Managers are responsible for the day-to-day management of assigned programs, planning and executing assigned functions, coordinating activities with other Elections work units, and directing or supervising support staff.

**Examples of Duties**

1. Develop, plan, and implement policies and procedures to comply with federal, state, and local elections legislation.
2. Plan, coordinate, and oversee the implementation of elections with other supervisory and management staff. Organize, develop, and implement strategic planning processes on an ongoing basis within assigned areas and collectively for the division in partnership with other senior elections managers and staff.
3. Develop, plan, and implement special projects to facilitate operational and/or strategic initiatives. Lead special projects aimed at systems and infrastructure, ensuring continuous improvement through regular performance assessments, implementation of best practices, and cross-functional collaboration to drive operational efficiency.
4. Foster and maintain strategic relationships with community partners, vendors, other counties, and the Office of the Secretary of State, ensuring collaboration, effective communication, and alignment with organizational goals and compliance requirements.
5. Participate in the development, planning, implementation, and maintenance of comprehensive training programs for regular and short-term staff in coordination with the Elections Leadership Team.
6. Participate in developing the department’s operating budget and monitor budget expenditures for assigned work unit; recommend budget revisions and changes as needed to ensure expenditures are within established guidelines.
7. Supervise the work of staff, including distributing and overseeing quality of work, determining and communicating performance expectations, conducting performance evaluations, mentoring, coaching, training, and recommending hiring, disciplinary and termination actions.
8. Respond to questions and complaints regarding election results, procedures, campaign activities, and the voter registration process.
9. Oversee the development and preparation of various election documents, including ballots, voting guides, and official notices, according to established guidelines. Participate in the development of voter outreach and educational materials.
10. Participate in maintaining and enhancing the automated information reporting of systems of elections.
11. Purchase equipment, services, supplies, and materials for elections.
12. Research and evaluate best practices and emerging trends in the elections process and recommend improvements to management on operational policies, procedures, and statements.
13. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge and understanding of federal elections laws and state election codes, including statutes, policies, and procedures relating to the administration of elections

Knowledge of and skill in project management principles, practices, and techniques, including resource and budget allocation skills

Knowledge of and familiarity with automated information reporting systems capabilities and applications

Advanced written and oral communication skills; customer service techniques and principles

Skill in handling multiple competing priorities and sensitive situations, working under deadlines and mandated time constraints

Skill in working in a political environment, working with elected officials, external agencies, and the public

Skill in analyzing and using statistical data, creating detailed reports, and applying data to the decision-making process

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the classification

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 11/2006 - Created |
|  | 12/2007 - Updated font and format |
|  | 04/2015 - Updated content and format |
|  | 11/2024 - Updated content |