

WASHINGTON STATE DEPARTMENT OF PERSONNEL

09214

Specification for Class of

ELECTIONS PROGRAM COORDINATOR

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Assists the Elections Programs Managers in the administration of federal and state elections and local officials in the conduct of county, city and district elections held in the state. Provides administrative and staff support services for a section or unit with delegated authority to act in supervisor's absence in areas of substance.

Distinguishing Characteristics: This is a professional working level elections position, reporting to an election program manager, with responsibility for assisting a program manager in one or more diverse elections programs, such as the motor voter registration program, the state voters pamphlet; the initiative/referendum process, the elections certification/ training program and voter registration by mail.

Typical Work

Coordinates and supervises the transaction process of the statewide motor voter registration program;

Assists with the development and distribution of the statewide voters pamphlets;

Supervises daily operations and assists with the implementation and monitoring of the statewide election and certification program;

Supervises the election review and training staff;

Assists with the development and implementation of the election clearinghouse program;

Serves as lead staff person for the election certification and training board;

ELECTIONS PROGRAM COORDINATOR

09214

Assists with the development of policy and procedure changes for all areas of responsibility;

Participates in planning and development of program, division and statewide election's goals;

Assists with the development and management of the registration by mail program;

Assists in the conduct of logic and accuracy tests, in candidate filing, the initiative/referendum process and other constitutional and statutorily required functions of the Division;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: laws and regulations governing the initiative and referendum process, candidate filing, independent and minor political party nominations, and canvassing; personnel procedures; supervision and training of temporary employees (for initiative verification); laws and regulations governing the use of electronic vote tallying equipment; public records laws.

Ability to: supervise and train large numbers of temporary employees, prepare official certifications and statistical reports of elections, bulletins to local election officials and responses to requests for information; work effectively with state agencies, county election offices, and local political subdivisions; communicate effectively, both in speaking and writing; explain election laws and procedures; supervise and direct the work of others.

Minimum Qualifications

A Bachelor's degree and two years of administrative, technical or elections experience in a state or county elections office.

OR

Three years of experience in an election management position at the state or county level.

ELECTIONS PROGRAM COORDINATOR

09214

Additional administrative, technical or elections experience in a state or county elections office will substitute for the required education.

New class: 10-15-93