**Class Summary**

The responsibilities of this classification include managing and overseeing programs that support regular and special elections process in King County and supervising assigned technical and professional staff. Programs this position oversees includes, but is not limited to, ballot processing and voter services.

**Distinguishing Characteristics**

This is a single-level management classification. The Elections Assistant Operations Manager is distinguished from the Operations Manager - Assistant classification in that the incumbent apply specific knowledge and experience in the elections process, and supervise, direct, and provide technical assistance to assigned elections staff.

**Examples of Duties**

1. Supervise, mentor, coach and provide training to subordinate staff, determine and communicate performance expectations, prepare and conduct performance evaluations, and recommend hiring, disciplinary actions, and termination.
2. Develop, plan, and implement policies and procedures to comply with federal, state, and local elections legislation.
3. Plan and coordinate the implementation of elections with other supervisory and management staff. Organize, develop, and implement ongoing strategic planning processes for the division in partnership with other election managers and staff.
4. Oversee the development, planning, implementation, and maintenance of comprehensive training programs for regular and short term staff.
5. Develop, plan, and implement special projects to facilitate voter registration and the processing of ballots.
6. Develop and prepare statistical and other elections related reports.
7. Respond to questions and complaints in writing and in person regarding election results, procedures, and the voter registration process.
8. Participate in maintaining and enhancing the automated information reporting systems of elections.
9. Purchase equipment, services, supplies, and materials.
10. Research and evaluate best practices for the elections process; recommend improvements to management on voter registration, ballot processing policies and procedures, and statements.
11. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of federal elections laws and state elections code, including statutes and policies and procedures relating to the administration of elections

Knowledge of the application of supervisory and management techniques and principles

Knowledge of project management principles and practices

Knowledge of automated information reporting systems capabilities and applications

Skill in analyzing, planning, time management, organization, problem solving, conflict resolution, and decision making

Skill in resource and budget allocation

Skill in written and verbal communication

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

Skill in working in a political environment

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 position

**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** | 04/2018 - Created |