

SNOHMOMISH 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. Develops voter education materials and publications in coordination with the Elections Information and Design Specialist.
5. Researches and analyzes voter registration and elections data.
6. Coordinates the translation of elections-related information, forms and pertinent materials into minority languages.
7. Participates in the recruitment, hiring and training of seasonal elections workers.
8. Serves as a process lead during elections.
9. Participates in election activities as needed or required by the Elections and Voter Registration Division.
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 public relations, education, public policy or other related field; AND, three (3) years of experience in a training or communications related field 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.

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PREFERRED QUALIFICATIONS

Previous elections experience is preferred.

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 and explain 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

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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. Out of county and/or overnight travel may be required. The employee is required to work overtime hours and/or weekends and/or split shifts as necessary to meet the workload of the division. During certain periods work hours may change dramatically dependent on assignment. Ability to lift objects (mail ballot trays) up to 35 pounds.

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 2017
EEO Category: 2 - Professional
Pay Grade: 237 - Classified Pay Plan
Workers comp: 5306 Non-Hazardous