

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
Director		D	6	1	Exempt
POSITION TITLE:	R&E Department Deputy Director		POSITION#:	500362	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised		Date:	10/15/2024		
SERVICE TYPE:		NON-REP MANAGEMENT			
Employee Name:		Department:	Records & Elections	Supervisor:	Records & Elections Director / Clerk
FTE:	1.0	Employment Status:	Regular Full Time		

Position Summary:

This position is responsible for managing, planning, directing, and coordinating activities in the operation and administration of the Records and Elections Department. Working in tandem with the Department Director to develop goals & strategies, revise & implement operational policies and procedures. The Deputy Director may be designated to serve in the absence of the Director.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	<p>MFA: Operational Oversight and Guidance</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> Oversee the day-to-day operations of the Records & Elections service delivery and assist the Director with related activities including the supervision of specialized staff. Prioritize and assign work, conduct performance evaluations, direct staff training, educate employees to ensure adherence to policy and procedures, maintain a healthy safe work environment, make hiring, termination and disciplinary decisions. Manage operations for the division including service delivery, data entry, quality control, collection of fees, scheduling, administration, and special projects. Oversees Records and Election programs, analyzes processes and needs for improvement opportunities. Ensure the safekeeping and the integrity of voter registration, real property, marriage, and other department-maintained records and information assets. Establish effective communication with staff to ensure operational consistency. 	40%
2	<p>MFA: Leadership and Team Development</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> Develop and maintain a high performing department team with a strong organizational culture of continuous quality improvement across the two department divisions. Coach the department team to achieve organizational and strategic goals. Develop and evaluate programs and services and set performance measures for each department program: Voter Registration, Election Management, Real Property Records, Marriage Licenses & Domestic Partnerships, Dog Licensing and Property Value Appeals. Develop and maintain a cross-training plan that identifies development, education and operational improvement opportunities, goals, and strategies. 	30%

	<ul style="list-style-type: none"> Oversees recruitment and onboarding for On-Call, Seasonal and Emergency hires to meet department needs and the efficient delivery of services to constituents, business partners, campaigns and voters. 	
3	MFA: Policy and Planning Essential Duties: <ul style="list-style-type: none"> Contribute to department strategic planning process and develop operational strategies for person, voter and business centered services. Assure compliance with statutory mandates, administrative rules and policies related to the delivery of the services provided. Participate in the design, development and implementation of quality control and process improvement initiatives. Participate in department and program budget development and monitoring. Co-represent the county, along with the Director, in meetings and activities with the U.S. Department of State, U.S. Department of Homeland Security, Oregon Secretary of State, Oregon State Legislature, Oregon Association of County Clerks and regional, and local coalitions. 	20%
4	MFA: Special Projects Essential Duties: <ul style="list-style-type: none"> Responsible for planning and executing special department projects. Serves as an active member on the OACC Elections Legislative Committee in addition to other liaison and committee assignments. 	10%
Other duties as Assigned		
Percentages should total 100%		100%

Special Requirements:

MQ's: Bachelor's degree from an accredited college or university in a field related to area of assignment, 7 years of professional experience in area of assignment or equivalent combination of education and experience; 3 years of managerial or supervisor experience.

Ideal Candidate: Certified Elections Administrator or Certified Records Administrator

Driver's license

Physical Requirements:

Physical Demands: While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and manipulate equipment, as well as lifting and moving objects, equipment and supplies. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally: work with angry or hostile clients or members of the public, work with toxic substances and biohazards, and exposure to communicable and infectious illnesses.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____