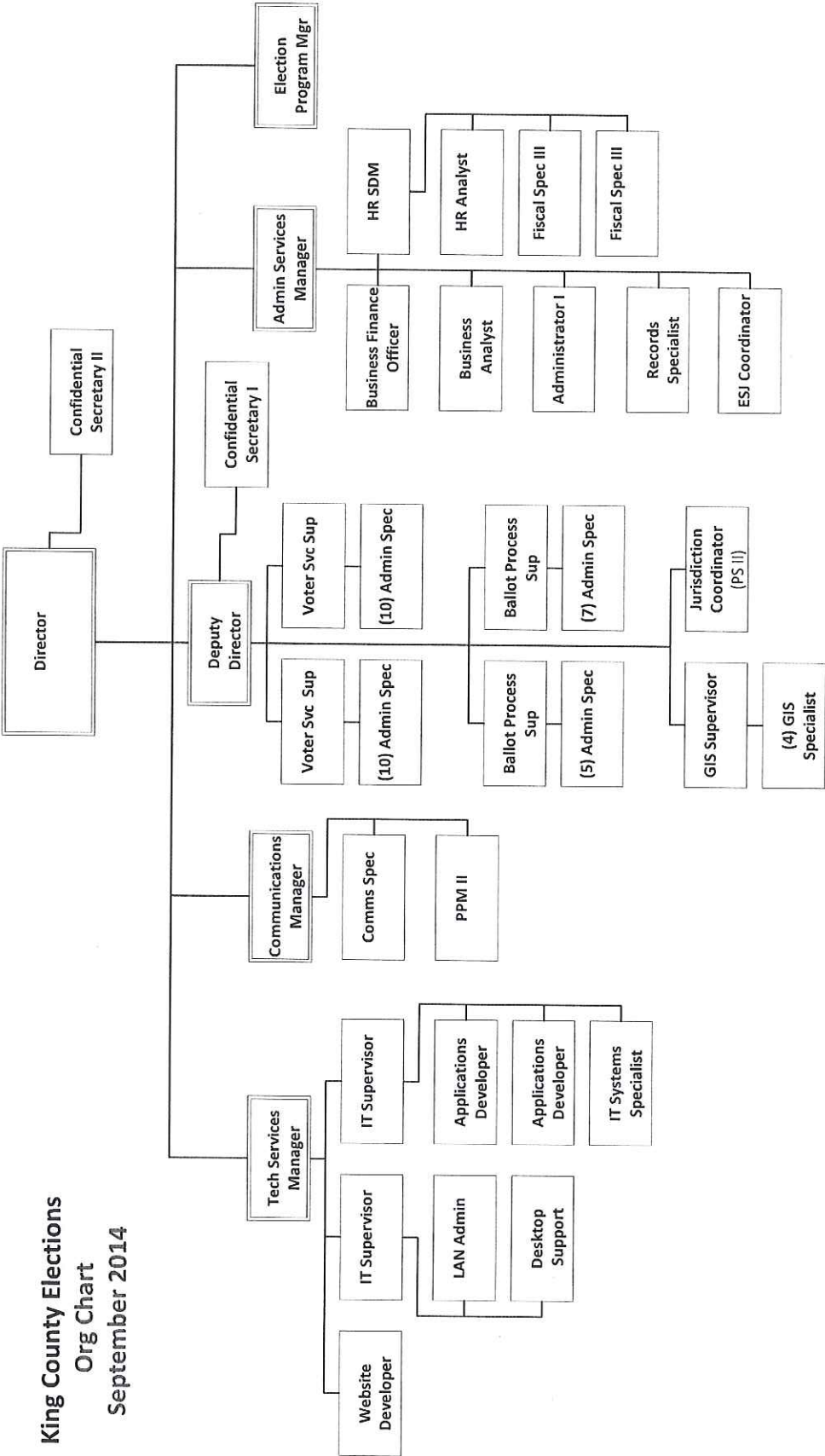


King County Elections  
Org Chart  
September 2014



63.50 FTE

## **Department of Elections**

### **Deputy Director**

#### **Description & Purpose of the position**

The purpose of this position is to implement and manage the programs established by the Director of Elections. The Deputy manages all aspects of and activities related to conducting Local, State and Federal Elections including the planning and execution of voter registration, voter pamphlet and ballot production, ballot processing, candidate and jurisdiction coordination, precinct boundary management and election results reporting. The Deputy Director coordinates operational initiatives related to continuous improvement, strategic planning, election innovation, and technology/systems development along with external initiatives related to voter education and outreach, election accessibility and language compliance issues.

#### **Example of duties**

- Direct the work of staff through a subordinate team of Election Supervisors to oversee the hiring, training and evaluating the performance of election staff.
- Develop an annual work plan for elections including the implementation of performance goals and objectives; review and evaluate workflows, products, methods, and procedures to establish and maintain an effective and efficient system that meets the needs of the voters in King County.
- Oversee the planning and coordination of regular and special elections in King County including staffing and equipment/material/supply preparation.
- Implement and revise departmental policies and procedures to ensure compliance with federal, state and local election law and administrative code
- Participate in the development and justification of the department's biennial operating budget, including the forecasting of funds required for staff, equipment, materials and services
- Work with the management team to meet strategic goals as defined in the department's Strategic Plan.
- Oversee the operation of existing election technology including the election management system (EMS), ballot sorting, scanning and tabulation systems.
- Recommend and develop plans to implement new/revised technical systems and processes as needed.
- Represent the Department to the public, elected officials, government officials, political party officials and candidates.
- Work with the Office of the Secretary of State, Elections division and other county Auditors to coordinate statewide and intra-county election issues.
- Serve as the highest county Elections official in the Director's absence.