



COLUMBIA COUNTY, OREGON
JOB TITLE: ELECTIONS SUPERVISOR
DATE: SEPTEMBER 1, 2025

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	County Clerk	JOB CODE:	049
SUPERVISOR:	County Clerk	SALARY RANGE:	27
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Supervise, direct, and perform a variety of duties to provide elections in a timely and efficient manner according to all provisions of federal and state laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Oversee the registration of voters for all elections in the county, which includes maintaining voter registration records, coding voters into correct the precinct utilizing property owner files, address library and planning records, and reviewing for accuracy and completeness. Follow up on returned ballots to verify voter address.

Prepare for and oversee all elections, including securing and preparing polling places, coordinating and managing vendors, arranging for delivery of ballots, coding elections into the election software, testing the ballot counting equipment, and making all arrangements for vote-by-mail elections.

Accept filings from candidates, districts, and committees. Ensure submission of required information. Prepare, proof, and publish county Voter Pamphlet, facsimile ballots, and legal notices. Prepare test decks and conduct logic and accuracy tests.

Check all contributions and expenditures reports and distribute approval/correction letters as appropriate.

Plan, enact, and update election security plan, which requires interdepartmental and intergovernmental coordination.

Review precinct lines of districts utilizing federal census maps, district and city boundaries redraws, as necessary, and prepare new precinct descriptions and maps as appropriate.

Maintain and coordinate efforts with other governmental agencies such as the Secretary of State's Office, federal offices and special districts. Assist and educate special districts with the election process for district elections and referred measures.

Prepare, compile, maintain, and make available a wide variety of records pertaining to elections and voter registration.

Prepare and distribute appropriately a wide variety of reports and records, including legal notices, notices of intent to conduct elections, official abstracts, and reports on voter participation and costs and certificates of elections.

Work with the county's Public Information Officer to respond to inquiries from news media, candidates, and the general public on election laws, procedures, and results. Review and interpret the Oregon Revised Statutes, Administrative Rules, and Federal Election Bulletins.

Verify signatures on vote by mail elections, candidate filings, and initiative petitions.

Microfilm election results and voter registration records.



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Recommend and implement policies, procedures, and processes to ensure state and local laws and ordinances pertaining to elections are enforced.

Seek out and apply for grants to assist with funding of Election projects. Execute approved grants and follow federal and state guidelines for grant reporting.

Prepare annual estimated personnel, supplies, and equipment costs and recommend annual budget.

Coordinate temporary elections staff to include training and work schedules. Prepare payroll records for payment.

Maintain necessary certification as an Elections Administrator as required.

Maintain a high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position. This position will supervise temporary employees during elections.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the County Clerk who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a two-year degree in business, office management or related field. Four years' work experience in the elections field, which includes some supervisory experience. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or ability to obtain within five years of hire, certification as an Elections Administrator by the Association of Oregon County Clerks. Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Advanced knowledge of federal and state laws related to voter registration and election processes and procedures, and general office and recordkeeping practices and procedures. Knowledge of management principles and practices of human and financial resource management.



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Skill in business software and Microsoft Office products. Attention to detail is a must.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Plan and organize large scale and complex elections and make independent decisions in accordance with established policies and statutes.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. During elections, moving ballot boxes which may weigh up to 75 pounds, typically using some type of mechanical assistance.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. May require traveling throughout the county to various voting sites during elections. Requires working extended hours on evenings or weekends during elections.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***