
ELECTIONS SUPERVISOR

Starting Annual Salary Range: \$49,647.00 - \$56,473.50

Location: 188 Main St. Coolidge, Arizona 85128

Phone: 520-866-6874

Please apply at: www.pinaljobs.com

JOB SUMMARY

Performs professional and administrative work in planning, organizing and directing strategic and daily goals and objectives, operations and activities of the Elections Department. Work is performed under the general administrative direction of the Elections Director. The employee is expected to exercise initiative, independent judgment and discretion.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES:

- Exercise initiative, independent judgment and decision-making in accordance with Pinal County policies and procedures, Pinal County Elections Department's policies and procedures.
- Manage staff through appropriate delegation and work supervision, organization and assignment of task duties, responsibilities, resources and scope of authority. This includes overseeing staff responsible for candidate filing, campaign finance, inspection and establishment of polling places, election warehouse organization and inventory, delivery and return of election supplies to the polling places, poll worker recruitment, training, and payroll, ballot proofing, the Elections Department website, social media accounts, filing of Board of Supervisors agenda items, voter education activities, and other Elections Department projects and activities.
- Administer office financial tasks including inputting payroll, tracking leave balances, inputting requisitions, tracking expenditures and budget reconciliation, paying invoices, overseeing inventory for equipment and supplies, and assisting with annual budget preparation.
- Develop, propose, and implement policies, regulations and procedures to ensure compliance with federal, state and local elections statutes and regulations.
- Work as a liaison with federal and state governments, other county elections and recorders' office staff members, Pinal County departments, Native American Tribal governments, cities, towns, school districts, special taxing districts, political parties, and other stakeholders to ensure elections law compliance and efficient elections.
- Monitor federal and state websites, bulletins, manuals and media releases to ensure the Elections Department's awareness of current information and trends.
- Assist with proposing statutory changes to improve elections, with reviewing election-related bills in the Arizona State Legislature, and with reviewing changes to the Secretary of State's Elections Procedures Manual.

ELECTIONS SUPERVISOR

- Assist with ballot creation duties including proofreading all ballot styles, sending ballot proofs to candidates and jurisdictions, working with translators for accurate translations, and creating and reviewing ballot orders.
- Assist with ballot tabulation duties including working with the Early Boards to receive, count, and prepare early ballots for tabulation, oversee the Receiving Boards on Election Night to receive and tabulate the polling place ballots, oversee the Hand Count Boards as part of the election auditing process, and complete necessary reports related to the canvass and post-election audits.
- Assist with election night reporting, including preparing the necessary data uploads into the Pinal County reporting system and the State's reporting system, communicating with media, candidates, parties, and jurisdictions, and Pinal County staff.
- Represent the Elections Director and/or the Elections Department at formal and informal meetings.
- Plan, develop and implement staff training programs, including cross-training of Elections Specialists.
- To promote and adhere to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation.
- Maintain absolute confidentiality of work-related issues, customer records, and restricted County information.
- Perform other job duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree, preferably in Public Administration, Business Administration, Political Science or a closely related degree.
- Three (3) years of progressively responsible administrative and/or elections experience in a local government setting, including two (2) years of management or supervisory experience
- Maintain absolute confidentiality of work-related issues, customer records, and restricted County information.
- Or any combination of education or experience and training which provides the required knowledge, skills and abilities

Preferred Qualifications:

- Preference will be given to those with three (3) years of experience in administering elections.

Knowledge, Skills and Abilities:

- Knowledge of Federal, state and local statutes, rules, regulations and procedures governing the administration and conducting of national, state, county, municipal, school districts' and special taxing districts elections.
- Knowledge of contemporary management, supervision and administration principles and practices.
- Knowledge of county government organization, operations, policies and procedures.
- Knowledge of modern computer technology and software required in the administration of elections and office operations.
- Knowledge of records management and retention requirements.
- Knowledge of research, analysis, evaluation and reporting methodologies and techniques.
- Knowledge of ethnicity and diversity issues and needs in promoting the electoral process, information, accessibility and participation.
- Skilled in planning, organizing and managing comprehensive operations related to administration of elections

ELECTIONS SUPERVISOR

- Skilled in attention to detail and proofreading
- Skilled in applying required knowledge to the administration and conducting of elections and management of elections department operations.
- Skilled in applying required knowledge in the effective use of modern technology.
- Skilled in supervising, motivating, and evaluating employees.
- Skilled in establishing and maintaining effective working relationships with others.
- Skilled in writing professional and technical reports.
- Skilled in communicating complex and technical local, state, and federal laws and requirements relating to areas of assignment.
- Skilled in delivering effective and cost-effective customer service relative to areas of responsibility.
- Skilled in communicating effectively, tactfully and prudently, both verbally and in writing.
- Skilled in must have excellent organizational skills and the ability to manage competing deadlines on multiple projects or tasks.

Specialized Training, Certifications and/or Other Special Requirements:

- Must successfully complete the Arizona Election Officer Certification at the earliest opportunity afforded by the training schedule set by Arizona Secretary of State in compliance with A.R.S. 16-407.
- Must be eligible to vote in Arizona.
- Must pass applicable background check.
- Must possess a valid driver's license at the time of hire.

PHYSICAL DEMANDS:

The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the ability to finger, handle, reach, perform repetitive motion, kneel, lift, hear, speak, stand, stoop, and demonstrate mental and visual acuity.

WORK ENVIRONMENT:

Work is performed in an environment making decisions that could lead to major community or organizational consequences if appropriate decisions are not timely or without compliance to election laws and regulations.

Please apply at: www.pinaljobs.com