

# Arizona Department of State

## Job Description

<b>Division</b>	Elections
<b>Location</b>	1700 W. Washington St. 7 <sup>th</sup> Floor Phoenix, AZ 85007

<b>Job Title:</b>	Campaign Finance Supervisor
<b>Number of Positions:</b>	1
<b>Salary:</b>	\$45,000 - \$55,774
<b>Duration:</b>	Full-time
<b>FLSA Status</b>	Exempt
<b>First Review:</b>	Daily

The mission of the Arizona Department of State is to never stop searching for ways to improve upon: helping people choose their leaders through fair, honest and accurate elections; letting people know what their government is doing by keeping a complete and accurate record of its actions and making that information readily available through library and records services; and helping people form businesses, record important transactions, and provide for their families.

### Job Description:

The Campaign Finance Supervisor serves to administer and supervise statutory campaign finance filing and reporting duties for the Arizona Secretary of State's office. Key responsibilities include: (1) establishing yearly campaign finance reporting schedules for committees and Standing committees; (2) processing notifications and enforcement requirements for out of compliance committees; (3) providing evidence and documents to the Attorney General for Reasonable Cause and filing violations; (4) adjusting and publishing campaign contribution limits and officeholder expense account limits biannually per election cycle; (5) creating and providing adjusted Clean Elections Act expenditure and contribution limits.

This Campaign Finance Supervisor offers campaign finance-related customer service to individuals, organizations, clubs, or other entities interested in elections and campaign finance. He or she serves as primary point of contact for required campaign finance reporting of contributions and expenditures for all political committees registered with the Secretary of State. The Campaign Finance Supervisor will utilize a web-based campaign finance filing software program for electronic filing and viewing of required reports. Additionally, this position will research, create, edit, and publish handbooks relating to campaign finance and reporting, and will conduct campaign finance training workshops statewide.

Other duties may include: researching election related topics, compiling information, and analyzing policies and procedures for various Secretary of State publications; interact with management and staff on a variety of complex or sensitive issues; conduct and prepare a variety of research projects alongside management and staff; interact with citizens, candidates, or county and local officials on a variety of complex or sensitive issues; explain election related information to citizens desiring to participate in the election process; explain election related requirements to potential candidates (e.g., qualifications, filing dates, filing requirements or other regulations); assist county and municipal election officials with election related inquiries and requirements.

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### Primary Responsibilities:

- Administer and supervise statutory campaign finance filing and reporting duties for the Arizona Secretary of State's office. Establish yearly campaign finance reporting schedules for committees and Standing committees. Process notifications and enforcement requirements for out-of-compliance committees. Provide evidence and documents to Attorney General for Reasonable Cause and filing violations. Adjust and publish campaign contribution limits and officeholder expense account limits biannually per election cycle. Create and provide adjusted Clean Elections Act expenditure and contribution limits.
- Offer campaign finance-related customer service to individuals, organizations, clubs or other entities interested in elections and campaign finance. Serve as primary point of contact for required campaign finance reporting of contributions and expenditures for all committees registered with the Secretary of State.
- Research, create, edit and publish handbooks relating to campaign finance and reporting. Conduct campaign finance training workshops statewide.
- Utilize web-based campaign finance filing software program to oversee and facilitate electronic filing and viewing of required campaign finance reports.
- Research election related topics, compile information, and analyze policies and procedures for various Secretary of State Publications. Interact with management and staff on a variety of complex or sensitive issues. Conduct and prepare a variety of research projects alongside management and staff.
- Other duties as assigned.

### Knowledge, Skills, and Abilities:

#### Knowledge of:

- Basic knowledge of Arizona state government and duties of Secretary of State.
- Knowledge of Arizona Revised Statutes.
- Knowledge of the legislative process.
- Working knowledge of Arizona campaign finance and election law, reporting requirements and jurisdictional requirements.
- Knowledge of computer hardware and software or other resources necessary to conduct research, review materials, edit or create documents, and organize electronic files.

#### Skill in:

- Thorough research, analysis, writing and presentation skills.
- Excellent oral, written, and interpersonal communications.
- Customer service and problem solving skills that follow established procedures, rules and policies.
- Skill in setting and achieving realistic yet ambitious goals.

#### Ability:

- Adaptive to change in procedures or responsibilities.
- Create, teach and reinforce campaign finance best practices.

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- Promote a positive work environment that contributes to overall success of the Agency.
- Interpret and apply Agency and Election Div. procedures and policies.
- Work effectively with government employees and the public.
- Work effectively in a team environment with both technical and non-technical staff.

### **Licenses/Certifications:**

- Valid Arizona driver's license
- Election Officer Certification by the Secretary of State's office by December 2021

### **Selective Preferences:**

- Bachelor's Degree in a relevant field
- Experience working on campaigns

### **Benefits**

The State of Arizona provides an excellent comprehensive benefits package including:

- Top-ranked retirement and long-term disability plans
- Affordable medical, dental, life, and short-term disability insurance plans
- Accrued vacation pay and sick days
- 10 paid holidays per year
- Deferred compensation plan
- Credit union membership
- Wellness plans

An EEO/Reasonable Accommodation Employer

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.

Please apply online at [www.azstatejobs.gov](http://www.azstatejobs.gov)  
Job ID: 50556