



**COCONINO COUNTY**  
invites applications for the position of:  
**Elections Director-  
Recorder's Office (0319)**

An Equal Opportunity Employer

**SALARY:** Annually: \$87,161.00 - \$100,235.00

**OPENING DATE:** 03/21/19

**CLOSING DATE:** Continuous

**NATURE OF  
WORK:**

**Coconino County:**

Joining the Coconino County Team is an opportunity to be a part of an innovative organization that works every day to serve the public interest and the citizens of the County.

At 18,661 square miles geographically, Coconino County is the second largest county in the continental United States and 16% of the entire state of Arizona. The current population is 139,000. Incorporated cities and towns within the County include Flagstaff, Page, Williams, Fredonia, Tusayan and part of Sedona.

With only 12% of privately-owned land, most of Coconino County is consists of public land, including United States Forest Service and National Park Service, Bureau of Land Management, Tribal Trust Land and State of Arizona. The County is home to one of the seven wonders of the world, the Grand Canyon, as well as many other National Parks and National Monuments. Strong partnerships and relationships with federal, tribal, state, local government and community partners are essential in this role.

Coconino County has an educated and diverse citizenry, including 32% having earned a college degree, 14% of population of Hispanic descent and 27% of Native American descent. The County is proud home of the Havasupai, Hopi, Hualapai, Kaibab-Paiute, and San Juan Southern Paiute Tribes, as well as a large part of the Navajo Nation. Additionally, residents of the County have great opportunity for quality higher education, including Northern Arizona University (NAU) and Coconino Community College. The County is also home to the United States Naval Observatory Flagstaff Station, Camp Navajo, the United States Geological Survey Flagstaff Science Campus, the Museum of Northern Arizona, Lowell Observatory and the Arboretum at Flagstaff. Flagstaff was the first community designated as an International Dark Skies Community.

**Flagstaff:**

The County seat of Flagstaff is a vibrant community nestled at the base of the San Francisco Peaks with a population of approximately 71,000. At 7000 feet elevation, you experience the 4 seasons and world-class outdoor recreation opportunities, including miles of biking and hiking trails, kayaking, fishing, hunting, camping and skiing and snowshoeing. In this region you will experience a unique blend of history, culture, breathtaking beauty.

Under general direction performs work of unusual difficulty directing the

strategic and operational functions of the Elections Department; performs related work as assigned.

**TYPICAL DUTIES:** (Illustrative Only)

- In partnership with the Board of Supervisors, County Recorder and County Manager, determines the goals, objectives, and operational priorities of the Elections Division
- Under limited supervision plans, organizes, coordinates and directs election administration functions for which the County has responsibility
- Coordinates Elections Division activities with the Voter Registration Division
- Develops and revises procedures, forms, schedules and policies for the preparation and conduct of elections
- Ensures all voting procedures are in compliance with Arizona State Statutes, Arizona Secretary of State's Election Procedures manual and federal statutes
- Remains current of changes in election methods, election information management systems and voting hardware and software
- Ensures quality control of all aspects of elections
- Develops and manages the division's budget
- Responsible for review and oversight of contracts with vendors
- Hires, supervises, evaluates and disciplines staff
- Prepares and updates records and reports
- Responsible for retention of election materials in accordance with the state retention schedule
- Coordinates with state, cities, towns, and special districts for election services through Intergovernmental Agreements
- Responsible for all candidate filing activities for people running for county elected offices
- Ensures the necessary information and forms are available to candidates and political committees and that candidate and committee filings are maintained in accordance with all applicable laws
- Responsible for campaign finance and financial disclosure filing activities to ensure that all required deadlines are met and reports are maintained in accordance with all applicable laws
- Coordinates county, state, federal and jurisdictional ballot orders, layout and proofing along with ordering and distribution of regular and early ballots
- Responsible for ensuring that ballots are designed to meet 100% accuracy of content and statutory requirements
- Ensures that ballots are printed, delivered and tested and meet all necessary and legal deadlines
- Responsible for the security, auditing and accountability of all election materials and equipment
- Responsible for the accurate programming and maintenance of elections programs, electronic pollbooks and tabulation units
- Responsible for activating and deactivating cellular or WiFi services for electronic pollbooks, including testing reception from every voting location in the county prior to every election
- Responsible for internal and public logic and accuracy testing of all the voting equipment
- Responsible for acquiring and maintaining all election equipment and materials needed for conduct of elections
- Responsible for the development and conduct of training for all election personnel, including election board workers
- Responsible for identifying and contracting with the voting locations for all early and Election Day voting

- Ensures all voting locations comply with Federal law and the Americans with Disabilities Act
- Responsible for all ballot tabulation activities
- Verifies elections results and distributes reports to the Board of Supervisors and other jurisdictions for post-election canvassing
- Responsible for the conduct of the post-election hand audit
- Supervises the filing, archiving, disposal or destruction of election materials in compliance with applicable laws, rules and regulations

Essential functions include but are not limited to: sitting, working with and around others, working with interruptions, repetitive motion (hand/wrist, elbow/shoulder), vision acuity (near/far) for computer work and to see customers, hearing and speech for ordinary conversation and speaking with co-workers and customers via telephone and in person; touch/finger dexterity for typing and data entry.

**MINIMUM  
QUALIFICATIONS:**

Bachelor's degree in public administration or related field, and five years progressively responsible administrative or supervisory experience working with complex and diverse governmental elections systems; or any combination of education, training and experience which demonstrates the ability to perform the duties of the position. Must become a registered voter in Coconino County within three months of hire. Must have completed the Arizona Election Officer Certification training provided by the Arizona Secretary of State within one year of hire.

**The ideal candidate** will be a values-driven professional with a desire to set the bar for great election administration. He or she must be innovative and data-driven, must be relentlessly detail-oriented, and must come to work every day thinking about how to defend the integrity of our elections and make the democratic process even more accessible to the people of Coconino County. The candidate must also have the proven ability to move between diverse tasks with ease, and must thrive in a high-stress, high-scrutiny environment. The ideal candidate will be a leader who can hold staff accountable while promoting teamwork and cultivating an environment of mutual respect. Additionally, the candidate will have exceptional interpersonal and communication skills. The Director must be a nonpartisan, self-directed and result-oriented leader with extensive experience managing elections processes.

**Preferred qualifications include** successfully completed Arizona Election Officer Certification provided by the Arizona Secretary of State, Elections/Registration Administrator (CERA)

This position is exempt from overtime and at will.

**KNOWLEDGE,  
SKILLS AND  
ABILITIES:**

**Considerable knowledge of:**

- Management practices associated with elections programs
- Standards and practices of fiscal management
- Laws, rules, codes, regulations, policies, procedures and directives that govern elections and retentions and disposition of election records and materials
- County government procedures and policies
- Principles and practices of consensus building
- Principles and practices of positive supervision
- Governmental budgetary practices, including purchasing, contract management, and program cost analysis
- Principles and practices of public administration and strategic planning

**Working knowledge of:**

- Contract negotiation and administration
- Voter registration procedures
- Community resources

**Skill in:**

- Administering and managing a comprehensive elections program in a public-sector setting
- Selecting, training, supervising and evaluating performance of staff, election boards and temporary employees
- Evaluating program data and making changes to improve effectiveness and efficiency of service delivery

**Ability to:**

- Analyze complex administrative problems and develop appropriate solutions
- Plan, initiate and manage projects from beginning to end, without direction
- Effectively carry out difficult and complex assignments requiring considerable independent judgment and initiative with a minimum of supervision
- Work safely and support the culture of workplace safety
- Communicate effectively with socially, economically and culturally diverse clients and employees
- Establish and maintain effective working relationships with elected officials, appointed department directors, staff, other agencies and the general public
- Follow written and oral instructions
- Communicate effectively both orally and in writing

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.coconino.az.gov>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

420 N. San Francisco Street

Flagstaff, AZ 86001

Tel: 928-679-7100

Fax: 928-773-1948

[recruiter@coconino.az.gov](mailto:recruiter@coconino.az.gov)

Job #0802418

ELECTIONS DIRECTOR- RECORDER'S OFFICE (0319)

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### **Elections Director- Recorder's Office (0319) Supplemental Questionnaire**

- \* 1. Do you have at least five years of increasingly responsible leadership experience in elections administration?
- Yes    No
- \* 2. Please explain your experience in administrative services, operations analysis, and strategic analysis.
- \* 3. Please explain the nature of you your experience with the following areas of election

administration: • Election management software – including ballot layout • Voting and ballot counting equipment • Election Board Worker training • Polling place management – specifically in the area of ADA requirements and accommodations

- \* 4. Do you have any experience working with minority language voters? If yes, please describe.
- \* 5. Please describe an innovative project you initiated within the past five years to improve efficiency or services within an Elections office. How did you measure the success of the program? If you have not initiated innovative projects, please show "N/A".
- \* 6. Please provide information on goals you have set for your department over the past three years.
- \* 7. Do you have any experience with equipment procurement and developing Request for Proposals? If you do not have any experience, please show "N/A".
- \* 8. Please describe any professional training programs in the area of election administration that you have participated.
- \* 9. Are you a member of any professional election administration organizations? If yes, please describe.
- \* 10. I acknowledge that this position requires travels and overnight stays throughout the County.  
 Yes    No

\* Required Question

