



MARICOPA COUNTY
invites applications for the position of:
**Vote Center & Polling Site
Facilities Acquisition
Manager**

An Equal Opportunity Employer

OPENING DATE: 09/30/19

CLOSING DATE: 10/09/19 11:59 PM

DEPARTMENT: Elections

JOB TYPE: Unclassified/Full-Time

LOCATION: Phoenix, Arizona

SALARY: \$17.00 - \$21.75 Hourly

POSITION OVERVIEW:

ABOUT THE OFFICE OF:

The Maricopa County Elections Department serves over 2.2 million registered voters as they exercise their right to make informed decisions regarding the selection of local and national leaders as well as ballot measures. We believe in teamwork, creating a vibrant exciting work environment, and pursuing opportunities to make a positive impact in the communities that make up the 4th largest and fastest growing County in the United States! Our work supports elections in cities, towns, school districts and special districts, and we look forward to welcoming you to our team!

ABOUT THE POSITION:

The Vote Center & Polling Site Facilities Acquisition Manager supervises, trains, and evaluates other acquisition staff in the acquisition of ADA-accessible polling place facilities to ensure Maricopa County voters can cast their votes quickly and conveniently. Leveraging knowledge and understanding of procedures in the conduct of elections and securing of polling place facilities, the Vote Center & Polling Site Facilities Acquisition Manager demonstrates a high degree of urgency in driving timeline and scheduling, anticipating voter concerns and polling place problems before they occur. During high levels of activity, this employee may also assist with Election Day hotlines and voter registration outreach drives.

POSITION QUALIFICATIONS:

We recognize your time is valuable, so please apply if you meet the following required qualifications:

Education:

- High School Diploma or GED Certificate

Experience:

- Three (3) years of experience performing specialized clerical duties which include experience dealing with state and federal laws.

Combined education and experience qualifications:

- Education above the high school level may be used to substitute for the experience requirement on a year for year basis.

Our Preferred Candidate has:

- Knowledge of Elections processes and regulations
- At least two (2) years of supervisory or lead experience
- Knowledge of ADA Compliance regulations
- Experience with Accounts Payable, Contracts, and/or Licensing
- Experience practicing situational leadership concepts

ESSENTIAL JOB TASKS:

- Ensures there is a high quality polling place acquired for every voting precinct in Maricopa County
- Evaluates current and potential polling place facilities by phone and in the field to ensure they meet ADA requirements, quality standards, and ARS Title 16 election laws
- Oversees the maintenance of polling site database to ensure that a master polling site data file is kept current, accurate, and complete
- Proactively researches and identifies alternative polling place and vote center options.
- Oversees polling place contracts and payments
- Provides supervision, training, and evaluation of polling site acquisition staff

Working conditions:

Mandatory overtime is required during the Primary/General Elections. Work primarily occurs in business office setting. Ability to move objects lifting floor to waist (up to 25 pounds) and pushing/pulling (up to 50 pounds).

Maricopa County is an EEO/ADA Reasonable Accommodation Employer.

SELECTION PROCEDURE:

The hiring authority will interview and select the successful candidate depending on departmental needs.

All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.

Typically, successful candidates are hired at a salary rate up to midpoint of the range, based on applicable experience, internal equity and budgetary allowances.

APPLICATIONS MAY ONLY BE FILED ONLINE AT:
<https://jobs.maricopa.gov>

OUR OFFICE IS LOCATED AT:
301 W Jefferson
Suite 200

Job #210VTRSTFCLTS0823201
VOTE CENTER & POLLING SITE
FACILITIES ACQUISITION MANAGER
LP

Phoenix, AZ 85003
602-506-3755 (staffed Mon-Fri, 8am – 5pm MST, excluding holidays)
hfeedback@mail.maricopa.gov

It is the policy of Maricopa County not to discriminate in employment or the provision of services. Maricopa County is an Equal Opportunity Employer. We provide reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available upon request to individuals with disabilities.

Vote Center & Polling Site Facilities Acquisition Manager Supplemental Questionnaire

- * 1. Prior to hire, background investigations are conducted on candidates for positions. All information contained in your online application must be accurate, including but not limited to criminal history, education details, and employment details. Incomplete or inaccurate information contained in your online application may delay the background investigation process, or result in your removal from employment consideration. NOTE: Your resume is NOT a substitute for the information requested in the online application.
 - By checking this box, I confirm that I have reviewed all information provided in my online application and believe the information to be complete and accurate to the best of my knowledge.
- * 2. Please identify your highest level of education COMPLETED. IMPORTANT: LIST ALL EDUCATION IN THE APPLICABLE SECTION OF THE APPLICATION. Please indicate type of diploma/degree, college major/minor, and name of institution. If you did not complete a degree program, include your high school diploma/GED information, as well as the number of college semester/quarter hours completed. NOTE: Failure to provide complete information will likely result in the disqualification of your application.
 - Doctorate
 - Master's degree
 - Bachelor's degree
 - Associate's degree
 - Technical school (non-Associate's degree)
 - High School diploma or GED
 - Less than a High School diploma or GED certificate
- * 3. Please identify your years of experience performing specialized clerical duties which include experience working with state and federal laws
 - 3 or more years
 - 2 or more years but less than 3 years
 - 1 or more years but less than 2 years
 - Less than 1 year
 - No experience
- * 4. Please identify the areas experience with from the list below, mark all that apply.
 - Knowledge of Elections processes and regulations
 - Knowledge of ADA Compliance regulations
 - Experience with Accounts Payable, Contracts, and/or Licensing
 - Experience practicing situational leadership concepts
 - None of the above
- * 5. Do you have at least two (2) years supervisory/lead experience
 - Yes
 - No
- * 6. Do you have experience working in the Elections field?
 - Yes
 - No
- * 7. This position requires candidates to be registered or eligible to register to vote in Arizona.
 - Yes
 - No

* 8. This position requires to successfully complete the next Secretary of State Election Officer Certification.

Yes

No

* Required Question