



# MARICOPA COUNTY JOB DESCRIPTION

## Senior Director Voter Registration

**MARKET RANGE TITLE:** Operations/Program Manager

**DEPARTMENT:** Recorder

**DIVISION:** Voter Registration

**FLSA STATUS:** Exempt

**CLASSIFIED/UNCLASSIFIED:** Unclassified

**POSITION NUMBER:** 79716

**JOB CODE:** MOP001

### **POSITION OVERVIEW**

#### **About the Position**

Do you enjoy collaborative projects and have a passion for voter registration programs? Consider applying for the Senior Director Voter Registration role! You will oversee the Voter Registration Division for the Recorder's Office and works with other divisions to ensure completion of all tasks relating to voter registration and election administration. Lead a team that is continuing to keep an accurate and efficient voter registration system!

#### **About the Maricopa County Recorders Office**

The Maricopa County Recorder's Office is responsible for recording all documents required by law and making them available for public record. The department began accepting forms electronically in August of 1999, and currently, over 83% of all documents are filed electronically.

The Recorder's Office continues to remain at the forefront of e-government. Data, including our first recording on June 5, 1871, can be located on our website. Additionally, the Recorder's office oversees the voter registration process, documentation, and administration for the County's 2.2 million voters. We play a management role in overseeing early voting, ballot by mail, and other election processes and administration. We are considered by many to be the premier recording office and elections department in the country, and we have the awards and recognition to back that up.

### **POSITION QUALIFICATIONS**

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

#### **Education**

- Bachelor's degree

#### **Experience**

- Five (5) years of project management and implementing programs including two (2) years of supervisory and management experience

#### **OR**

- A combination of post-secondary education and/or job-related experience may substitute for the minimum qualifications on a year-for-year basis.

#### **Other Requirements**

- Must complete the Secretary of State Election Certification
- Must be eligible to vote in Arizona

**Our Preferred Candidate has**

- Professional administration experience in voter registration, elections, registrar, or related fields
- Three (3) years of significant project management experience

**ESSENTIAL JOB TASKS**

The tasks listed are a representation and not an all-inclusive list of essential job tasks for this position.

- Ensures the integrity of the county voter registration system
- Develops and establishes goals, strategies, and priorities for the voter registration division
- Provides project management oversight for special projects and key initiatives
- Develops and implements policies, procedures, and systems for an efficient and effective voter registration division
- Ensures compatibility with Arizona's statewide voter registration database
- Provides policy and strategic advice to the Recorder and Chief Deputy Recorder on voter registration
- Supervises, evaluates, and develops division staff
- Participates as an active member of the Recorder's Office, working collaboratively with other management team members to advance the goals and priorities of the office
- Collaborates with external agencies, including the Secretary of State's office and the Recorders Association, on priority projects and initiatives
- Serves as the voter registration liaison to the elections department

**Working Conditions**

It will be required to work evenings and weekends during the election cycle. In-state and out-of-state travel may be required.

**REPORTING STRUCTURE**

**REPORTS TO:** Recorder

**SUPERVISORY RESPONSIBILITY:** Director of Voter Registration

**SELECTION PROCEDURE:**

The Maricopa County Human Resources Department reserves the right to admit to the selection process only those candidates considered to be the most highly qualified. Those selected will be assessed based on the evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by Human Resources.

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 the midpoint of the range, based on relevant experience, internal equity, and budgetary allowances.

**Maricopa County is an EEO/ADA Reasonable Accommodation Employer.**