7620 – Elections Deputy Director

Position Description:

This position reports to the Elections Director. OPEN UNTIL FILLED

Salary Range: $70,000 - $90,000 DOE

Salary Grade: U3

The Elections Deputy Director assists the Director of Elections in planning, organizing and directing assigned functions and operational activities of the Elections Department and performs statutory requirements in the absence of the Director. This is an appointed, unclassified position exempt from the Pima County Merit System Rules.

Relocation assistance is available, up to $10,000.

Please note: Successful candidates offered employment with Pima County, including current employees who have applied for new positions, are required to provide proof of COVID-19 vaccination prior to their scheduled start date. If you are unable to become fully vaccinated due to a medical disability or religious observance/practice, you must request an accommodation – accommodation forms are located on-line.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in business, public administration, government, political science or other closely related field as identified by the appointing authority and five years of experience in voter registration or election operations of which at least two years were in a supervisory or managerial capacity.

(Additional relevant experience and/or education may be substituted.)

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see resume" on your application.

Our ideal candidate will possess the following preferred qualifications: (Be specific in describing your experience in your application. Ensure the descriptions provided illustrate your competencies, specifically addressing the required and preferred qualifications.):

1. Experience writing SOP’s (Standard Operating Procedures).
2. Strong administrator and management skills.
3. Critical thinker.
4. Adaptability to different situations.
5. At least five (5) years in a management role.
6. At least five (5) years of elections experience.
7. The ability to read and understand state statutes.
8. Experience with Election Systems and Software (ES & S) products and equipment as well as administration of their products.
9. Experience with Tenex Software Solutions products and equipment as well as administration of their products.
10. Effective training and mentoring experience.
11. Knowledgeable/experience in compliance with state statutes and Pima County policies and procedures.

Selection Procedure:
Pima County Human Resources Department reserves the right to admit to the selection process only those candidates that meet the minimum/desired qualifications. All applications will be assessed based on an evaluation of the listed education and experience. Candidates meeting the minimum/desired qualifications may be further evaluated/score against any advertised Preferred Qualifications. Additional assessments/testing may be required as part of the selection process.