COCONINO COUNTY
invites applications for the position of:
Assistant Director,
Elections - County Manager's Office (0303)
An Equal Opportunity Employer

**SALARY:** Salary: Depends on Qualifications

**OPENING DATE:** 03/07/23

**CLOSING DATE:** Continuous

**NATURE OF WORK:**
At Coconino County, public service matters. Our dedication to public service promotes a culture that elicits employee growth, cultivates inspiration, and creates future leaders by empowering employees to solve internal and external customer needs and exceed customer service expectations. As an award-winning organization with high regard for cultural diversity and the positive contributions of the many thriving cultures within our county, our nation, and our society, Coconino County leads a variety of initiatives that celebrate diversity; from our Annual Diversity Day, and monthly Heritage Lunch & Learns, to book clubs, and professional development academies which target diverse workforce segments. Coconino County’s respect for diversity is shared throughout the organization. Be part of this optimistic, innovative team where outstanding customer service creates dynamic solutions and engages leadership at every level.

The Elections Department is a division of the County Manager’s Office. The mission of the Elections Department is to ensure free, fair, transparent and accessible elections, and to accomplish the years-long planning, preparation and implementation of an immense Election Day effort.

Under general direction, performs work of considerable difficulty in the management, planning, coordination, and administration of elections for State and County mandated elections and by contract with other political subdivisions in the County; performs related work as assigned.

**TYPICAL DUTIES:**
(Illustrative Only)
- In partnership with the Board of Supervisors, the County Manager and Clerk of the Board determine strategic and operational goals and objectives in delivering Federal, State and Local elections in the county.
- Manages the planning, direction, development, implementation, administration and evaluation of all office and field operations related to poll worker recruitment and training, voter education and outreach, election mapping, election systems, campaign finance, nomination, recall, initiative and referendum processes, ballot preparation and tabulation, elections services, and elections logistics.
- Develops and writes procedures to conduct elections and ensure compliance in accordance with federal and state law, the Arizona
Secretary of State's Procedures Manual, the Help America Vote Act of 2002 (HAVA) and the Americans with Disabilities Act (ADA) and any other applicable laws

- Researches and analyzes issues, legislation, and decisions as they relate to the administration of elections
- Prepares and manages budgets that meet the goals and provides input and direction into departmental action plan and goals
- Directs the development of training curricula and the conduct of training of election workers at the polling places on election day
- Coordinates with state, cities, towns, and special districts the timely election results for official canvass for all elections conducted by the County
- Researches administrative, programmatic and technical problems in the County election processes and develops timely solutions to the problems encountered
- Hires, supervises, evaluated and disciplines staff
- Establishes standards and/or priorities and ensures quality control standards are met by others for all aspects of elections from ballot production to public information
- Develops best practices and tools for Election execution and management
- Drafts and participates in the negotiation of contracts with other government entities for providing any combination of election services
- Serves as a liaison with political parties, political entities, the Secretary of State, other County departments, and the media regarding election issues
- Participates in professional organizations, task forces, and meetings to promote the best interest of the department and the election process
- Supervises inventory control and acquisition of equipment and supplies

Essential functions include but are not limited to: driving; working with and around others; working with frequent interruptions; repetitive (hand, wrist, elbow and shoulder) motion for computer work; visual acuity (near and far) for computer work and working with applicants; color vision for working with computer screen; hearing and speech for ordinary and conversations and training; touch for computer work.

Please Note: This position is open until filled. We will be reviewing applications every Friday.

**MINIMUM QUALIFICATIONS:**

Bachelor’s Degree in Public Administration/Political Science or related field, and five years of progressively responsible governmental management experience, including two years in the administration of elections, OR any combination of education, training, and experience which demonstrates the ability to perform the duties of the position.

**ADDITIONAL REQUIREMENTS:**

Must complete the Secretary of State’s Election Certification Program as prescribed in state statute within one year of being hired. Must obtain an Arizona driver’s license by date of hire and maintain it throughout employment. Must be a registered voter in Coconino County.

This position is at will.
This position is exempt from overtime.
Please Note: Individuals in exempt classifications as part-time employees may be classified as non-exempt per FLSA law regarding minimum weekly salary requirements.

**KNOWLEDGE, SKILLS AND ABILITIES:**

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**Thorough knowledge of:**
- Federal and state election laws and procedures
- The theory, principles, practices, and techniques of election management
- Voting equipment and effective procedures for their use

**Considerable knowledge of:**
- Principles and practices of positive supervision and training
- Governmental financial and budgetary practices, including purchasing procurement and contracting
- Voting systems and their various applications
- Community resources

**Working knowledge of:**
- Principles and practices of positive coaching and collaborations
- Training, recruitment, and retention of election board personnel
- Government accounting principles and internal controls in budgeting and management of grants and costs

**Skill in:**
- Analyzing programs and services and structuring new programs and improvements
- Directing, supervising, and evaluating staff and operations of outreach programs
- Computer applications for spreadsheets, word processing, and databases

**Ability to:**
- Learn the communities within Coconino County and the resources/services available
- Analyze complex administrative, personnel, and organizational problems and develop appropriate solutions Plan, initiate and manage projects through collaboration in a team environment
- Prepare and maintain reports and financial records
- Work safely and support the culture of safety in the workplace
- Establish and maintain effective working relationships with employees, other agencies, and the public
- Communicate effectively orally and in writing
- Plan, organize and supervise the work of others

Coconino County is an Equal Opportunity Employer. AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.
Assistant Director, Elections - County Manager's Office (0303) Supplemental Questionnaire

* 1. Do you possess a bachelor's degree in Public Administration/Poltical Science or related field, and five years of progressively responsible governmental management experience, including two years in the administration of elections, OR any combination of education, training, and experience which demonstrates the ability to perform the duties of the position? If so, please ensure this is reflected in your application.

* 2. Would you please provide a brief description of your minimum of 4 years of progressively responsible experience in managing complex programs in public administration?

* 3. Please provide details about your experience and involvement in administering elections or other public services in a complex environment of laws and procedures.

* 4. Would you please describe your level of experience and knowledge of technology, specifically related to database management principles?

* 5. In light of Coconino County's commitment to equity and inclusion, would you please describe your experience leading a diverse team and promoting inclusion and belonging? Additionally, please provide details on your experience ensuring access to voters from diverse backgrounds.

* Required Question