**About Pima County**

When you work for Pima County, you’re serving your community. No matter what job you do, your work impacts the lives of all those who live, work, and visit our beautiful Southern Arizona desert.

The County is an equal opportunity employer that offers competitive wages, paid national holidays, a generous health insurance plan and great retirement benefits through the Arizona State Retirement System.

Our active Wellness Program offers you countless opportunities to work on your health and save money on health insurance premiums. You’ll also grow professionally and personally, since many positions offer training and development opportunities to you during your Pima County career.

When you work for Pima County, you ARE Pima County. Our employees pride themselves on being Accountable to the taxpayers of the County, Respectful of colleagues, constituents and others and Ethical in every aspect of their work lives.

**About Southern Arizona**

Pima County measures about 9,200 square miles, making it the third largest county in the United States and home to a little more than a million people. It’s an extremely affordable place to live with beautiful landscapes and a diverse population.

Southern Arizona boasts nearly year-round sunshine, stunning sunsets, dozens of outdoor activity options and destinations galore.

If you love the outdoors, you’ll find countless trails to hike, parks to play in and a 135-mile multiuse trail -- The Loop -- open for biking, running and more. And after a day outdoors, Pima County’s vibrant food culture will tempt you at every turn.

**The Position**

The Director of Elections leads a department comprising multiple complex and technical units responsible for the successful conduct of elections for more than 650,000 registered voters in Pima County. The role is primarily strategic, operations, and leadership-focused, requiring experience and expertise in the field of conducting elections, elections policy, leading and managing employees to success.

The Director will:

- Day-to-day responsibilities include executive-level management of an elections organization within the department, including the planning and development of annual and election-cycle strategic objectives, and leading and guiding election team members in the implementation of processes and best practices to successfully achieve those goals and objectives, over the various phases of the election process.

- Strategically advises and/or represents the department’s positions, initiatives perspectives and interests with other agencies and departments, community and business groups, and legislative officials.

- Cultivates, fosters, and maintains positive, professional working relationships with representatives of various agencies and departments, stakeholders, local media, and community and business groups to gain their cooperation and support to further organizational or operational interests and objectives on behalf of the County.

- Provides expert advice, prepares, and provides presentations, on the conduct of elections and elections administration to internal and external stakeholders.

- As an appointee, the Director of Elections will advise County Administration on all matters regarding the strategic planning, administration and conduct of elections, as well as legislative policies. Oversees the development of the department’s annual budget; has fiscal oversight responsibilities and exercises efficient fiscal stewardship by authorizing and controlling expenditures within established allocations.

- Maintains external awareness, monitoring conditions, trends, innovations, and practices that may have implications for Pima County remaining a leader in election integrity and transparency.

- Incorporates systems thinking to help lead change that supports continuous improvement.
The Ideal Candidate

- Ability, desire, and enthusiasm to serve the constituents of Pima County.
- Committed and dedicated to public service and innovative in developing solutions to better serve voters.
- Demonstrated experienced in leadership and team management, and success in motivating and empowering employees.
- Deep knowledge of the federal and state laws relating to elections, voter rights, and related rules and regulations.
- Demonstrated ability in leading teams to provide project results within statute-driven deadlines.
- Forward thinking, can create and implement new ideas and processes, are self-motivated, team oriented and an excellent communicator in both verbal and written form.
- Exceptional project management experience

Preferred Qualifications and Credentials

- Project Management Professional (PMP) certification a plus!

Compensation and Benefits

- Annual salary $125,000 - $160,638 DOE
- Relocation Assistance up to $10,000 available.
- Starting paid holiday, sick and vacation leave of 34 days per year, increasing with seniority.
- Heavily subsidized health, life insurance, Health Savings Account plans, Flexible Spending Account plans and Wellness Programs.
- Retirement plan provided through Arizona State Retirement System.
- 457(b) deferred compensation plan available.

Minimum Qualifications

- Bachelor’s Degree in Political Science, Public Administration, Business Administration, or related field
- Five years of increasingly responsible business administration or public administration experience, including: three (3) years of management-level work experience in the field of elections which must include managing professional-level staff, including at least one (1) year of management experience including budget and fiscal oversight responsibility, evaluation of business processes, and policy and decision-making experience with planning and organizing multiple programs, projects, operations or functions.

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