



## Classification Description

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*Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.*

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**Classification:** ELECTIONS DIRECTOR (At-Will)

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**Department:** Elections

**Pay Grade:** 18

**FLSA Status:** Exempt

### **JOB SUMMARY**

Under the direction of the County Manager or designee performs professional work of considerable difficulty planning, directing, coordinating and controlling overall operations of the Elections Department to ensure that goals and objectives are accomplished in compliance with all elections laws. The Elections Director works to maintain a secure, transparent, accessible, free and fair election that inspires public confidence in the election system.

**This position is not covered under the Pinal County Merit System. Incumbents in this position serve at the pleasure of their respective Appointing Authority. The employment relationship of incumbents in this position is “at will” the employee may be terminated at any time, for any reason, with or without cause.**

### **TYPICAL CLASSIFICATION ESSENTIAL DUTIES:**

- Ensures the County’s compliance with state and national elections laws.
- Ensures a fully staffed, competent workforce and a non-partisan work environment.
- Instructs, trains and supervises departmental staff and election workers to include regular and temporary staff engaged in activities such as voter registration, registration records management, and administration of absentee ballot procedures.
- Coordinates the acquisition, staffing, security and support required of polling places during election activities.
- Researches administrative, programmatic, logistical and technical processes; develops and implements procedural and technical improvements.
- Analyzes the need for and develops recommendations for revision, adjustment, or creation of voting districts and precincts.
- Coordinates Election Department activities with the County Recorder’s Office.
- Responsibly engages with the community and key elections stakeholders to inspire public confidence.
- Reviews existing, proposed or recent changes to election laws, rules and regulations and implements needed changes to Election Department processes and procedures to assure county compliance with same.
- Oversees the day-to-day management of the Elections Department to include budget, finance and Human Resources to include but not limited to schedule work, and assign tasks and projects; monitor work, and assure the quality of the work products; meet regularly with

staff to evaluate workload; mediate and resolve staff concerns and prepares and presents departmental budget and oversees expenditures and ensures fiscal responsibility.

- Coordinates the timely, by-hand, mechanical and/or electronic counting, processing, verification and reporting of election results with other county, state and federal agencies.
- Confers with political party chairs, county attorney's office, Pinal County City and Town Clerks, Secretary of State's Office, Legislative officials and other county and state government officials.
- Coordinates department staff activities preparing and conducting municipal, school district and special district elections for which the County is contracted.
- Plans and recommends for Board approval the establishment of new voting precincts, supervisor districts and Justice of the Peace Precincts.
- Submits the official Election Canvass results to the Board of Supervisors.
- Works with the County Attorney's office to monitor legislation as passed by the Governor and implement election operation changes as required by the Revised Arizona Statutes (A.R.S.).
- Prepares bid specifications for election services and equipment.
- Develops and administers voter education programs.
- Establishes departmental policies and procedures.
- Prepares long and short range operating plans.
- Maintains absolute confidentiality of work-related issues, customer records and restricted County information; performs related duties as required or assigned
- Perform other related duties as required.

**POSITION SPECIFIC DUTIES:**

- None

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- Bachelors' Degree in Business or Public Administration, Management, Political Science or a related field.
- Four years of experience in the management of national, state and/or local partisan and non-partisan election activities.
- A valid Arizona State Driver's License is required.

**Preferred Qualifications:**

- Experience planning, organizing and executing a major partisan election in either a leadership or expert consultant role.
- Certified Elections Officer from the State of Arizona.

**Knowledge, Skills and Abilities:**

- Extensive knowledge of electoral procedures and policies as set forth in the Arizona State Statutes (A.R.S.) and regulations of the State Board of Elections.
- The federal, state and local laws and regulations.
- The precinct boundaries of the county, municipal, and other jurisdictions.
- Large scale countywide precinct and Election Day logistics.
- Efficient, achievement-oriented and self-disciplined with demonstrated success planning and executing on time critical and logistically complicated serial and parallel events.
- Proficiency in exercising effective control over voting methods and devices assuring the security and integrity of their application and use.
- Ability to carefully plan, organize and execute large scale election activities including all of many ancillary activities over the life cycle of an election season.
- Competent at both verbal and written communication. Conveys message thoroughly, clearly and in a direct manner yet is receptive and responsive to the input of others.

- Ability to think rationally analyzing many different factors and/or variables. Carefully and deliberately looks for vulnerabilities and threats while simultaneously exploring opportunities to pursue.
- Ability to focus on the problem as stated synthesizing information and knowledge in an effort to find a consensus driven solution.
- Conflict resolution and mediation techniques.
- Collaborative intergovernmental cooperation.
- Manage and cultivate a diverse workforce.
- Social media resources and platforms.
- Political acuity and awareness while remaining non-political.
- Anticipate security risks associated with elections activities.
- Voting systems and their various applications.
- Voting equipment and technology that facilitates modern voting.
- Community resources.
- Administration, supervising, budgeting, and program management
- Define and analyze problems, collect data, establish facts, and draw valid conclusions.
- Read, analyze, and interpret journals, financial reports, and legal documents.
- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Establish and maintain effective working relationships with employees, other related County departments, and agencies.
- Cultivating a positive work environment.
- Providing quality customer service and maintaining productive working relationships.
- Communicating effectively with management, staff, customers, visitors, media representatives, and legislative staff.
- Being flexible and taking criticism constructively.
- Bringing compliance issues to the attention of County management.
- Conform to all safety rules and use all appropriate safety equipment.

**PHYSICAL DEMANDS:**

The work is Independent body mobility to stand, walk, bend, and sit for prolonged periods of time and/or drive a vehicle. Manual dexterity to reach, and grasp; manual dexterity to hand write or use computer keyboard; vision sufficient to see/read; hear and speak to communicate with customers in person and over the phone.

**WORK ENVIRONMENT:**

Work is performed in an indoor office environment.

*Pinal County has the right to revise this description at any time, and does not represent in any way a contract of employment.*

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date