PINAL COUNTY invites applications for the position of:

Elections Supervisor

**SALARY:** $23.87 - $37.00 Hourly
$1,909.50 - $2,959.73 Biweekly
$4,137.25 - $6,412.75 Monthly
$49,647.00 - $76,953.00 Annually

**OPENING DATE:** 03/08/22
**CLOSING DATE:** Continuous

**DESCRIPTION:**

If you are reading this ad, you might be like many Americans who are re-thinking their priorities. Are you tired of being under-appreciated or overlooked in your current role? Want to know a secret?? There is an amazing employer right in the heart of historic Florence, Arizona! It just might be time for a change of scenery where you can make a difference and benefit from an employer who takes care of and values its people. Pinal County proudly invests every day into the future of our 2000 employees, and we have the best employees! We offer a suite of impressive benefits including retirement plans that are some of the best Arizona has to offer!

- A team of amazing people who are committed to making Pinal County a great place for its citizens and its employees
- Variety of Top Tier Affordable Medical Plans - Six Different Medical Plans to Choose From; Some with Zero Employee Premium Cost
- Dental and Vision Plans
- Telehealth
- Retirement Plans with Employer Contributions - Guaranteed Lifetime Benefit!
- Qualified Employer for the Public Service Loan Forgiveness Program through the Dept of Education
• Tuition Reimbursement Program
• Alternative Work Schedules
• Paid Vacation And Sick Leave
• Ten Paid Holidays
• Civil Service Leave
• Van Pool Options
• Short-Term Disability – Employer Paid
• Basic Life Insurance - Employer Paid
• Paid Sabbaticals After 15 Years of Continuous Service
• Flexible Spending Accounts for Dependent Care and Medical Expenses
• Employee Assistance Program & Wellness Program
• Suite of Voluntary Benefit Options including additional Life, Accident, Critical Illness and Cancer Insurance

Working at Pinal County is an investment in YOU. Apply today and find out why Pinal County is more than just a job.
Read more about the position and see if it is a good match for you:

The hiring salary for this position is dependent upon experience, qualifications and position funding; starting salaries above the first quartile require additional approval.

**JOB SUMMARY**
Performs professional and administrative work in planning, organizing and directing strategic and daily goals and objectives, operations and activities of the department. The employee is expected to exercise initiative, independent judgment and discretion.

**NOTICE TO APPLICANTS:**
This announcement may be closed as soon as a sufficient number of qualified applicants have applied.
The hiring salary for this position is dependent upon experience, qualifications and position funding; starting salaries above the midpoint require additional approval.

**EXAMPLE OF DUTIES:**

*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.*

**TYPICAL CLASSIFICATION ESSENTIAL DUTIES:**

• Exercise initiative, independent judgment and decision-making in accordance with Pinal County policies and procedures along with Department specific policies and procedures.
• Manage staff through appropriate delegation and work supervision, organization and assignment of task duties, responsibilities, resources and scope of authority.
• Develop, propose, and implement policies, regulations and procedures to ensure compliance with federal, state and local elections statutes and regulations.
• Plan, develop and implement staff training programs, including cross-training of other staff members.
• To promote and adhere to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation.
• Maintain absolute confidentiality of work-related issues, customer records, and restricted County information.
• Perform other job duties as assigned.

MINIMUM REQUIREMENTS:

MINIMUM REQUIREMENTS TO PERFORM WORK:

• Bachelor’s degree, preferably in Public Administration, Business Administration, Political Science or a closely related degree.
• Three (3) years of progressively responsible administrative and/or elections experience in a local government setting, including two (2) years of management or supervisory experience
• Or any combination of education or experience and training which provides the required knowledge, skills and abilities

Preferred Qualifications:

• Preference will be given to those with three (3) years of experience in administering elections.

SUPPLEMENTAL INFORMATION:

Knowledge, Skills and Abilities:

• Knowledge of Federal, state and local statutes, rules, regulations and procedures governing the administration and conducting of national, state, county, municipal, school districts’ and special taxing districts elections.
• Knowledge of contemporary management, supervision and administration principles and practices.
• Knowledge of county government organization, operations, policies and procedures.
• Knowledge of modern computer technology and software required in the administration of elections, early voting and office operations.
• Knowledge of records management and retention requirements.
• Knowledge of research, analysis, evaluation and reporting methodologies and techniques.
• Knowledge of ethnicity and diversity issues and needs in promoting the electoral process, information, accessibility and participation.
• Skilled in planning, organizing and managing comprehensive operations related to administration of elections
• Skilled in attention to detail and proofreading
• Skilled in applying required knowledge to the administration and conducting of elections and management of elections department operations.
• Skilled in applying required knowledge in the effective use of modern technology.
• Skilled in supervising, motivating, and evaluating employees.
• Skilled in establishing and maintaining effective working relationships with others.
• Skilled in writing professional and technical reports.
• Skilled in communicating complex and technical local, state, and federal laws and requirements relating to areas of assignment.
• Skilled in delivering effective and cost-effective customer service relative to areas of responsibility.
• Skilled in communicating effectively, tactfully and prudently, both verbally and in writing.
• Skilled in must have excellent organizational skills and the ability to manage competing deadlines on multiple projects or tasks.
**Specialized Training, Certifications and/or Other Special Requirements:**

- Must successfully complete the Arizona Election Officer Certification at the earliest opportunity afforded by the training schedule set by Arizona Secretary of State in compliance with A.R.S. 16-407.
- Must be eligible to vote in Arizona.
- Must pass applicable background check.
- Must possess a valid driver’s license at the time of hire.

**PHYSICAL DEMANDS:**

The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the ability to finger, handle, reach, perform repetitive motion, kneel, lift, hear, speak, stand, stoop, and demonstrate mental and visual acuity.

**WORK ENVIRONMENT:**

Work is performed in an environment making decisions that could lead to major community or organizational consequences if appropriate decisions are not timely or without compliance to election laws and regulations.