PINAL COUNTY invites applications for the position of:

Deputy Director, Elections

**SALARY:**
$39.41 - $63.06 Hourly  
$3,153.04 - $5,044.85 Biweekly  
$6,831.58 - $10,930.50 Monthly  
$81,979.00 - $131,166.00 Annually

**OPENING DATE:** 08/31/22  
**CLOSING DATE:** 09/15/22 11:59 PM  

**DESCRIPTION:**

Looking for an opportunity to make a difference and make significant contributions to our elections department? Pinal County is seeking a Deputy Director to support and assist our Elections Director with all aspects of elections activities. We are seeking a dedicated individual who is passionate about the democratic process and ensuring integrity and efficiency of election administration.

Consider Pinal County, one of the fastest growing counties in the country who invests in every one of it's 2000 employees. Check out our suite of benefit offerings:

- 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

https://agency.govtjobs.com/pinalcounty/default.cfm?action=jobbulletin&JobID=3705055
- 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 more than just a job, it’s a career, it’s a community, and it’s an investment in your future.

JOB SUMMARY:
Assist the Director of Elections with the overall planning, organizing, staffing, logistics, and operational activities of the Elections Department. Perform work in collaboration with the Recorder’s Office and other key stakeholders to ensure compliance with all federal and state laws, rules, regulations, and intergovernmental agreements relating to elections. Supervise the activities of staff, volunteers and temporary workers. Oversee and respond to public inquiries regarding elections processes and compliance.

Notice to Applicants:
The hiring salary for this position is dependent upon experience, qualifications and position funding; starting salaries above the midpoint require additional approval.

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.

EXAMPLE OF DUTIES:

Classification Description
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:

- Under the direction of the Board of Supervisors, County Manager and Elections Director, assists the Elections Director in overseeing Election Day and emergency voting operations and logistics, staffing and resources. Works in collaboration with all stakeholders to maintain a secure, transparent, accessible, free and fair election that inspires public confidence in the election process.
- Receives and processes early ballots transferred from the Recorder.
- Oversees post-election ballot processing.
- Provides contract election services and assistance to cities, towns, school districts, fire districts, special districts and the Community College District.
- Processes hand counts and recounts.
- Researches administrative, programmatic and technical processes or problems; develops and implements procedural and technical improvements.
• Reviews existing, proposed or recent changes to election laws, rules and regulations and implements needed changes to Election Department processes and procedures to ensure compliance.
• Prepares all reports outlined in the Secretary of State Elections Procedures Manual or as required in the Arizona Revised Statutes.
• Other duties as assigned.

POSITION SPECIFIC DUTIES:

Deputy Director: Operations, Logistics and Warehouse Services

• Assists the Elections Director with the overall planning and management of the operations of the Pinal County Elections Department.
• Directs the management of operational, technical and warehouse functions.
• Works with the County Attorney’s office to monitor legislation as passed by the Governor and implement election operation changes as required by Arizona Revised Statutes (A.R.S.)
• Directs the development and implementation of policies and procedures.
• Designs, prepares, presents and executes an Election Day Plan for all applicable elections that fall within the authority of the Board of Supervisors.
• Prepares and implements setup of accessible equipment for in-person Early Voting locations
• Prepares and implements setup of in-person voting locations for Election Day.
• Maintains election equipment, data, calendar and records.
• Oversees post-election voting tabulation.
• Completes Logic and Accuracy Testing.
• Leads and directs operational and organizational studies/projects.
• Evaluates, implements, and monitors security devices and protocols to ensure election transparency and integrity.
• Analyzes department results and provides recommendations to improve results and service delivery; identifies operational deficiencies, develops and implements solutions.

Supervises:
• Elections Technology and Security Administrator (County IT employee assigned to Elections)
• Elections Specialist(s)

Deputy Director: Voter Services (Ballot Administration/Poll and Election Board Workers)

• Reviews, analyzes, interprets and presents election related data and information to inform the Pinal County Election Day Plan.
• Interfaces with all jurisdictions participating in each election.
• Responsible for customer/voter relationship management.
• Plans, evaluates, prepares and distributes election documents, including ballots and electronic information, as required each election cycle to meet the needs of participating voters and candidates.
• Oversees the recruitment, training and management of all volunteer and temporary staffing resources and serves as a resource for all Election Day workers.
• Oversees the recruitment, training and management of Poll Workers and Election Boards.
• Identifies opportunities for media, community event engagement, and social media engagement related to voter education.
• Builds relationships with volunteer and temporary recruitment sources and community stakeholders.
• Assists in developing and disseminating training materials.

Supervises:
• Elections Manager
• Elections Specialist(s)
• Volunteers and Temporary Workers
MINIMUM REQUIREMENTS:

MINIMUM REQUIREMENTS TO PERFORM WORK:
- A Bachelor’s Degree in Business or Public Administration, Management or a related field.
- Four years increasingly responsible elections experience with at least two years in a supervisory, management, organizational management and/or legal role.
- Or an equivalent combination of relevant education and/or experience.
- Valid Driver’s License with Arizona Driver’s License within 30 days of hire.

Special Requirements:
- Arizona Secretary of State Election Certification and re-certification every two (2) years;
- Employees who do not hold this certification must attend the AZ Secretary of State Election Certification training and pass the certification examination at the first scheduled training session available, no later than December 31, 2023.

SUPPLEMENTAL INFORMATION:

Knowledge, Skills and Abilities:
- Federal, State and Local laws, rules and regulations pertaining to elections.
- Planning, organizing and managing comprehensive and complex operations relating to elections.
- Planning and executing on time critical and logistically complicated serial and parallel events.
- Communicating complex and technical local, state and federal laws and requirements relating to areas of assignment.
- Proficient in exercising effective control over voting methods and devices assuring the security and integrity of their application and use.
- Techniques and practices for effectively dealing with members of the public.
- Principles and practices of effective leadership, supervision and management.
- Voting systems and their various applications.
- Administration, budgeting, procurement, and program management.
- Records management and retention requirements.
- Data collection, analysis and reporting.
- Read, analyze, and interpret journals, financial reports, and legal documents.
- Respond to 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, government agencies, and community members.
- Follow written and verbal instructions.
- Communicate effectively verbally and in writing.
- Cultivating a positive work environment.
- Providing quality customer service and maintaining productive working relationships.
- Prioritizing and setting manageable goals.
- Being efficient with time at work.
- Communicating effectively with management, staff, customers, and visitors.
- Being flexible and taking criticism constructively.
- Following internal procedures and external regulations.
- Bringing compliance issues to the attention of management.
- Working collaboratively in all facets of position to meet position requirements and support County goals.
- Conform to all safety rules and use all appropriate safety equipment.

PHYSICAL DEMANDS:
The work requires exerting up to 30-40 pounds of force occasionally, and/or up to 40 pounds of
force to move objects, and ability to occasionally lift and carry items up to 25 pounds. The work also requires the ability to crouch, finger, grasp, handle, reach, perform repetitive motion, kneel, lift, pull, push, hear, speak, frequent movement between areas, operate motor vehicles, and demonstrate mental and visual acuity.

**WORK ENVIRONMENT:**
Work is performed in varied work environments throughout the workday. Work is done in an office setting and warehouse. Site visits, pick-up, and delivery to various locations throughout Pinal County is performed. Work is generally performed in a climate controlled, safe and secure work environment. Contact with agitated residents and high stress situations may occur.