



**TOWN OF MARANA**  
invites applications for the position of:

## **Deputy Town Clerk**

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|------------------------|--------------------------|
| <b>SALARY:</b>         | See Position Description |
| <b>OPENING DATE:</b>   | 12/15/21                 |
| <b>CLOSING DATE:</b>   | Continuous               |
| <b>TOWN OF MARANA:</b> |                          |

Marana is the fastest growing community in Southern Arizona and the 2nd largest municipality in Pima County. The Town was recently recognized as one of the ten most successful cities in Arizona. Marana lies approximately 20 minutes northwest of downtown Tucson and 75 minutes southeast of Phoenix. The Town makes its decisions based on a Strategic Plan that has five focus areas: Commerce, Community, Heritage, Innovation and Recreation.

Marana's standards are high. We are an organization of excellence and have developed four Cultural Value Statements that provide the guidelines for how we work together. Our Cultural Values are: Dedicated Service, Respect, Teamwork and Engaged Innovation.

### **POSITION DESCRIPTION:**

The Town of Marana is seeking a **Deputy Town Clerk** to work in the Town Clerk Office. This is a full-time position and an exciting opportunity for someone interested in having a direct impact on Marana becoming a five-star organization.

We're seeking an accomplished leader to serve as the next Deputy Town Clerk. This unique opportunity is ideal for an individual who is driven to make a difference. If you consider yourself to be a forward thinking problem-solver, who manages time and resources efficiently and effectively, and works collaboratively to build a high performing team that will serve the growing Marana community, you are invited to apply.

**Hiring Range: \$61,746 to \$77,182**

### **EXAMPLES OF DUTIES:**

This is a challenging and rewarding career opportunity for an experienced leader with a proven track record of deploying innovative solutions and achieving results. The Deputy Town Clerk is a member of the Town's executive leadership team that ensures alignment of the Town Clerk Office goals and vision with our strategic plan. You'll play a vital role in working with Town leadership to build upon a reputation for providing high-performance outcomes and excellent customer service to the organization and community.

- Administers the Town's Records Management program and operations of records management and maintenance of Town documents.
- Oversees and coordinates election activities, including filing of candidate finance reports, pre and post elections day requirements, voter registration, and election reports.
- Oversees electronic submittals of material for Council meeting agendas, including assembly and distribution of agenda packets.
- Oversees and coordinates liquor license application process.
- Assists with the preparation of the department budget and monitors expenditures.
- Provides leadership, mentoring, and development to team, and evaluates work performance.

## **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Public Administration, Business Management, or related field.
- Over three years of progressively responsible experience in a closely related field.
- Over one year of supervisory experience in a closely related field
- Valid Arizona Driver License or ability to obtain before hire date
- Must pass a pre-employment physical and a 25 pound lift test
- Ability to pass both the Town of Marana background check and a motor vehicle records check

An equivalent combination of education and relevant experience that provides the desired knowledge, skills & abilities to successfully perform essential functions may be considered.

## **PREFERRED QUALIFICATIONS**

- Certified Municipal Clerk (CMC) certification.
- Certified Arizona Municipal Elections Official.
- Working with, and presenting to, municipal Councils.

## **RECRUITMENT PROCESS**

If you meet the minimum requirements, submit a completed Town of Marana application which can be supplemented with a resume and cover letter. Candidates are responsible for verifying receipt of materials. Applications must be submitted by applying online at [www.maranaaz.gov](http://www.maranaaz.gov) and following the employment link. All status updates will be sent via email through the applicant tracking system.

**REVIEW PROCESS:** Job posting will remain open until a sufficient number of applicants have met the minimum requirements and have been scheduled for interviews. A first review date of applications will be conducted on January 7, 2022.

## **TOWN OF MARANA CONTACT INFORMATION**

11555 West Civic Center Drive  
Marana, AZ 85653  
[www.maranaaz.gov](http://www.maranaaz.gov)  
ph (520) 382-1900 / fx (520) 382-3500

## **QUESTIONS**

Human Resources Staff Contact  
Loren Churchman /520.382.1934/ [lchurchman@maranaaz.gov](mailto:lchurchman@maranaaz.gov)

For technical issues with the NEOGOV site, please contact Customer Support at 1-855-524-5627. The Town of Marana is an equal opportunity employer. If you require a reasonable accommodation at any stage of the application/exam process due to a disability, please contact the Human Resources Department prior to any deadlines related to this recruitment process. Please contact the Human Resources Department if you would like this publication in an alternative format.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.maranaaz.gov/jobs>

Position #202100061  
DEPUTY TOWN CLERK  
LC

11555 West Civic Center Drive  
Marana, AZ 85653

[nhemphill@maranaaz.gov](mailto:nhemphill@maranaaz.gov)

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### Deputy Town Clerk Supplemental Questionnaire

- \* 1. Please select the highest level of education that you have completed.
  - I have a high school diploma or general education equivalency
  - I have some college past the high school level
  - I have an associate's degree
  - I have a bachelor's degree
  - I have a master's degree
  - I have a doctorate degree
  - None of the above options apply to me
- \* 2. I have over three years of progressively responsible experience in a closely related field.
  - Yes    No
- \* 3. I have over year of supervisory experience in a closely related field.
  - Yes    No
- \* 4. I have a valid Arizona Driver License or the ability to obtain before time of hire.
  - Yes    No
- \* 5. I have a Certified Municipal Clerk (CMC) certification.
  - Yes    No
- \* 6. I am a current Certified Arizona Municipal Elections Official.
  - Yes    No
- \* 7. I have experience working with municipal Councils.
  - Yes    No
- \* 8. Please select the item below that more closely describes your experience in administering a Records Management program.
  - I have no related experience
  - I have less than 3 years of experience
  - I have more than 3 years but less than 5 years of direct experience

- I have more than 5 years but less than 7 years of direct experience
  - I have more than 7 years of direct experience
- \* 9. Please select the item below that more closely describes your experience in managing and coordinating election activities; including filing of candidate finance reports, pre and post elections day requirements, voter registration, and election reports.
- I have no related experience
  - I have less than 3 years of experience
  - I have more than 3 years but less than 5 years of direct experience
  - I have more than 5 years but less than 7 years of direct experience
  - I have more than 7 years of direct experience
- \* 10. Please select the item below that more closely describes your experience in managing electronic submittals of material for Council meeting agendas, including assembly and distribution of agenda packets.
- I have no related experience
  - I have less than 3 years of experience
  - I have more than 3 years but less than 5 years of direct experience
  - I have more than 5 years but less than 7 years of direct experience
  - I have more than 7 years of direct experience
- \* 11. Please select the item below that more closely describes your experience in managing and coordinating a liquor license application process.
- I have no related experience
  - I have less than 3 years of experience
  - I have more than 3 years but less than 5 years of direct experience
  - I have more than 5 years but less than 7 years of direct experience
  - I have more than 7 years of direct experience
- \* 12. Please select the item below that more closely describes your experience in preparing an annual division or department budget and monitoring expenditures.
- I have no related experience
  - I have less than 3 years of experience
  - I have more than 3 years but less than 5 years of direct experience
  - I have more than 5 years but less than 7 years of direct experience
  - I have more than 7 years of direct experience
- \* 13. Please select the item below that more closely describes your experience in providing leadership, mentoring, and development to a team, and evaluating their work performance.
- I have no related experience
  - I have less than 3 years of experience
  - I have more than 3 years but less than 5 years of direct experience
  - I have more than 5 years but less than 7 years of direct experience
  - I have more than 7 years of direct experience
- \* Required Question