



COCONINO COUNTY
invites applications for the position of:
**Elections Training and
Communications
Coordinator - Elections
(0122)**

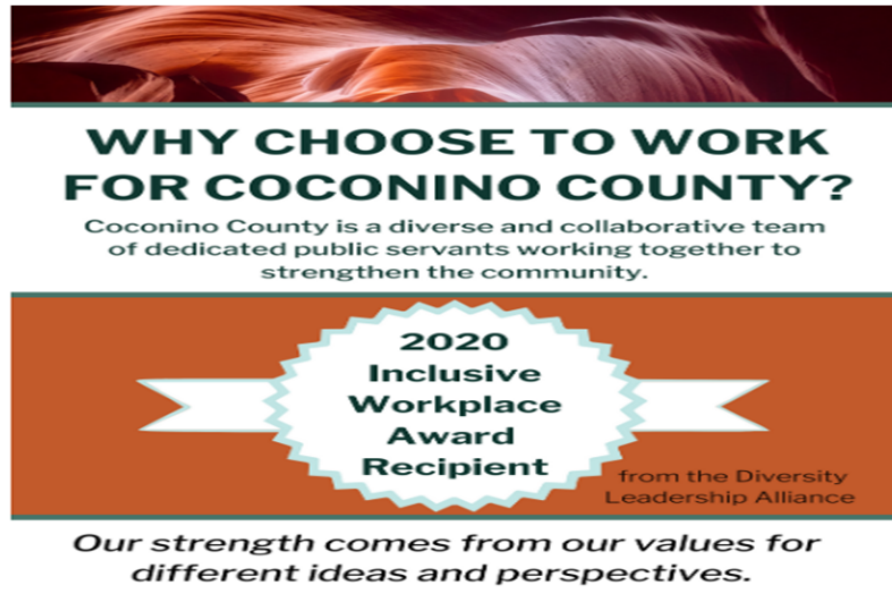
An Equal Opportunity Employer

SALARY: Annually: \$47,116.00 - \$51,828.00

OPENING DATE: 01/04/22

CLOSING DATE: 01/21/22 05:00 PM

**NATURE OF
WORK:**



Coconino County promotes a transformational leadership philosophy that elicits employee growth, cultivates inspiration, and creates future leaders by empowering employees to solve internal and external customer needs and exceed customer service expectations. As an award-winning organization with high regard for cultural diversity and the positive contributions of the many thriving cultures within our county, our nation, and our society, Coconino County leads a variety of initiatives that celebrate diversity; from our Annual Diversity Day, and monthly Heritage Lunch & Learns, to book clubs, and professional development academies which target diverse workforce segments. Coconino County's respect for diversity is shared throughout the organization. Be part of this optimistic, innovative team where outstanding customer service creates dynamic solutions and engages leadership at every level.

Coconino County is seeking to hire an energetic, proactive, and effective leader to lead the Elections Training and Outreach unit. The Elections Training and Outreach Coordinator will be responsible for developing and implementing a training curriculum for Election Board Workers following the State and County Elections codes and guidelines. The candidate will

work collaboratively in the recruitment, onboarding, and process improvement of different election boards.

Under general supervision performs work of moderate difficulty managing the delivery of information and training to elections workers, the media, the public, candidates and political parties; performs related duties as assigned.

Please Note:

Employee may telecommute up to 50% while considering operational needs and deadlines, following initial training and onboarding during non-election times. All staff must work in person during elections times which is at minimum three months prior and two months following a state election.

TYPICAL DUTIES:

(Illustrative Only)

- Plans, develops and conducts information activities that educate the public about elections
- Collaborates with high schools, community organizations and political parties on the recruitment of poll workers
- Plans, develops and coordinates systems to disseminate information to the general public about elections
- Oversees design of web pages relating to elections
- Plans, organizes and conducts training programs for polling place election workers
- Creates training manuals and curriculum
- Evaluates training programs
- Responsible for the set up of training locations
- Develops and disseminates public information materials
- Writes and distributes press releases and public service announcements, and media workshops
- Performs related work as assigned

The essential functions of this position include but not limited to; driving, sitting, working with and around others; vision acuity (near) for working at a computer; working with interruptions; repetitive motion (hand/wrist); vision acuity (near/far) for computer input, etc.; hearing and speech for ordinary conversations; touch-finger dexterity for computer work.

MINIMUM QUALIFICATIONS:

Bachelor's degree in education, political science or related field and two years of training experience; OR, any combination of education, training and experience which demonstrates the ability to perform the duties of the position.

ADDITIONAL REQUIREMENTS:

Must obtain an Arizona driver's license by date of hire and maintain it throughout employment.

The **ideal candidate** will have a track record in outreach, public relations, website design to serve diverse audiences of voters, political parties, and media.

Preferred Qualifications: Experience in training and outreach activities in the Elections arena. Adult training experience, utilizing technology, and developing effective presentations for diverse audiences. Elections Officer Training Certificate/Certified Elections Registration Administrator Knowledge of laws and regulations governing campaign finance and candidate filings for public offices. Positive interpersonal skills contribute to

a solutions-driven team that builds public confidence and trust. This is a safety-sensitive position that requires a background check.

This position is non-exempt from overtime.

**KNOWLEDGE,
SKILLS AND
ABILITIES:**

- Considerable knowledge of:
 - Federal and state election laws and elections procedures
 - Arizona Secretary of State's Election Procedures Manual
 - Voting systems and their various applications
 - Voting equipment and effective procedures for their use
 - Working knowledge of:
 - The communities within Coconino County and resources/services available
 - Effective group training techniques
 - Modern office procedures and equipment
 - Skill in:
 - Computer applications for spreadsheets, word processing and databases
 - Web page design
 - Interacting with persons of diverse social, cultural and economic backgrounds
 - The use of computers and office equipment
 - Ability to:
 - Create training materials and evaluate training
 - Prepare and maintain reports and records
 - Work independently
 - Address culturally diverse public groups
 - Develop complex procedures and general instructions
 - Work varying shifts, evenings and weekends
 - Work safely and support the culture of workplace safety
 - Establish and maintain effective working relationships with employees, other agencies and the public
 - Follow verbal and written instructions
 - Communicate effectively verbally and in writing
- Coconino County is an Equal Opportunity Employer.
AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.coconino.az.gov>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

219 E. Cherry Ave.

Flagstaff, AZ 86001

Tel: 928-679-7100

Fax: 928-773-1948

recruiter@coconino.az.gov

Job #0803265
ELECTIONS TRAINING AND COMMUNICATIONS COORDINATOR
- ELECTIONS (0122)
RT

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Elections Training and Communications Coordinator - Elections (0122) Supplemental Questionnaire

* 1. Please describe your experience developing and implementing training materials? Please

include teaching examples around elections activities?

- * 2. Please describe your Elections and Elections Certification experience?

- * 3. Please describe website design and communications with a wide base of stakeholders.

- * 4. What are the most important elements in communicating election activities that build public confidence and integrity in the process?

- * Required Question