

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: MAY 16, 2013**  
**CLOSING DATE: JUNE 6, 2013**

**DEPARTMENT:** Elections

**POSITION:** Elections Director

**LOCATION:** Globe

**JOB CODE:** 13-054

**ANNUAL SALARY:** \$46,467.20-\$68,993.60 DOE

### **NATURE OF WORK**

Plans, organizes and directs the activities and staff related to the conduct of county, state, federal, and jurisdictional elections, submission of pre-clearances, and the establishment of special taxing districts.

### **DUTIES AND RESPONSIBILITIES:**

- Plans, organizes and directs Election operations; evaluates and analyzes issues, and recommends and implements solutions; prioritizes and assigns tasks, projects and training; trains and evaluates staff; assures activities are in compliance with all laws, policies, regulations and goals.
- Coordinates county, state, federal and jurisdictional elections; sees to ballot order, layout and proofing; distributes regular and early ballots; coordinates the inventory and ordering of polling place supplies; prepares public notices for publication; creates election forms and logs; coordinates central boards and early ballot processing; provides election canvass to the Board of Supervisors and Secretary of State.
- Manages the acquisition and implementation of voting equipment including approving equipment list, submitting purchase orders to the Secretary of State; preparing MOU and MOE, monitoring funding, and coordinating equipment training.
- Identifies potential polling locations and coordinates in accordance with state, federal regulations; coordinates with facility manager on ADA accessibility issues; submits location changes to Board of Supervisors for approval; submits locations to Department of Justice for pre-clearance; notifies voters regarding polling locations.
- Supervises election worker recruitment and training activities; notifies and assigns selected workers; coordinates multiple worker training sessions throughout the county; reviews and authorizes worker pay vouchers.
- Coordinates changes in voting processes through submission of pre-clearance to the Civil Rights Division of the US Department of Justice; assembles required pre-clearance materials.
- Prepares and distributes candidate packets; accepts candidate filing; determines petition signature requirements; submits candidate information to election consultant.
- Accepts filing of political committee organizations statements, filing of campaign finance report, and late filers; coordinates campaign finance reporting and ensures reports are retained in accordance with Arizona Revised Statutes.
- Coordinates the creation of special taxing districts including preparing petitions and final documents, scheduling public hearings with the Board of Supervisors, accepting petition filing, submitting final documents for Board of Supervisors' review and approval; submitting approved documents to Arizona Department of Revenue; conducting district elections; and assisting district governing board of directors during district boundary changes.
- Hires, supervises, trains and monitors the performance of assigned personnel; ensures compliance with departmental policies, procedures and regulations governing election activities.
- Administers departmental budget and monitors expenditure.

### **WORKING ENVIRONMENT:**

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines; requires travel to inspect/visit polling locations, to other county facilities and meetings.

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**EMPLOYMENT STANDARDS:**

Associate's Degree and five (5) years of elections administration experience, including two (2) years supervisory experience; or equivalent combination of education, training and experience. A valid Arizona Driver's License; Election Officer Certification issued by the Arizona Secretary of State.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Conduct of elections; election processes and equipment; Federal Voting Rights Act; ADA requirements governing election activities; county jurisdictional boundaries; special taxing districts; intergovernmental agreements relative to election services; business English, spelling and mathematics; methods for acquiring polling locations; processes for recruiting and training election workers; election reporting requirements; processes for administering departmental budgets; supervisory principles, practices and methods.

**Ability to:** Direct county election activities; ensure compliance with regulations governing elections; coordinate the redistricting of county jurisdictions; coordinate the acquisition of voting equipment and polling locations; analyze legal documents and interpret statutory requirements; supervise the recruitment and training of election workers; assign and prioritize multiple tasks, projects and demands; plan, prioritize and carry out assignments with minimum supervision; demonstrate effective interpersonal relationships in bringing people together to solve problems; prepare and maintain election reporting in compliance with reporting requirements; supervise, lead, and delegate tasks and authority.

**Skills in:** Effectively communicating in written and verbal forms; writing and completing accurate reports, legal documents and correspondence. Overseeing and directing County elections activities and personnel.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.