Code: 1593
Title: ELECTIONS UNIT SUPERVISOR

SUMMARY: Supervises the operations and personnel assigned to one or more specific units of the Elections Department.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervise and coordinate the recruitment and selection of temporary workers to work in the Elections Department as needed in support of local, state and federal elections;
Plan, organize, assign, supervise, review and evaluate the work of permanent and temporary elections staff involved in one or more major Election Department units;
Train and supervise permanent and temporary Elections Department staff in work processes, responsibilities and applicable election laws and regulations;
Research and remain knowledgeable of applicable election laws and regulations relative to area of responsibility and prepare reports regarding impact on unit, department and county election procedures;
Develop, recommend and implement improved operational procedures and work processes within area of responsibility;
Supervise and participate in activities involved in inventory control, ordering, receipt, delivery and storage of election equipment and supplies;
Supervise and coordinate the transportation and delivery of voting machines, supplies and equipment to polling places;
Supervise and participate in the preparation of ballot orders and other forms;
Develop and implement training materials for election board staff;
Coordinate activities with local jurisdictions for their regular and special elections;
Maintain appropriate security and confidentiality of information created or encountered in the performance of assigned duties;
Maintain appropriate records regarding poll worker activities and assist as needed in preparation of reports;
Supervise the receipt and proper accounting of early ballots.

KNOWLEDGE & SKILLS:

Knowledge of:
- precinct boundaries of county, municipal and other agencies;
- principles and practices of inventory control;
- laws and regulations pertinent to elections;
- elections procedures;
- principles and practices of supervision;
- technical requirements and processes relative to area of responsibility;
- office procedures and practices.

Skill in:
- organizing and coordinating election procedures;
- effective inventory control and management;
- preparing precinct boundaries;
- communicating effectively, both orally and in writing;

- maintaining records and preparing reports;
- supervising and coordinating the work of others.

MINIMUM QUALIFICATIONS: EITHER:

(1) Five years of experience performing election functions and at least one year of supervisory experience.
(Supervisory experience may be concurrent with prior experience performing election functions.)

OR:

(2) One year as an Elections Technician Senior with Pima County.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County 03/03/09(cs)
Updated 2/7/14(tb)