

Code: 7620

Title: ELECTIONS DEPUTY DIRECTOR

SUMMARY: This classification reports to the Director. Plans, organizes and directs assigned functions and operational activities of the Elections Department and performs statutory requirements in the absence of the Director. This is an appointed, unclassified position exempt from the Pima County Merit System Rules.

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

Plans, organizes and directs assigned functions and activities of the Elections Department;
Provides management and supervision to department managers and other employees within assigned areas of responsibility to ensure elections are conducted in accordance with State and Federal laws and regulations;
Drafts and maintains administrative and operational procedures, subject to Director approval, to ensure compliance with County, State and Federal ordinances, laws and regulations;
Coordinates the development and preparation of the department budget and exercises management control over departmental expenditures;
Analyzes departmental procedures and organizational structures in relation to the election process;
Prepares departmental reports, recommendations and studies to evaluate effectiveness of department services recommending corrective action when appropriate;
Represents the Director and/or the department at formal and informal meetings;
Plans, develops and implements staff training programs;
Directs the scheduling, preparation and conduct of all jurisdictional, special, primary and general elections;
Reviews the preparation, translation and printing of election ballots and related materials;
Reviews and analyzes proposed State and Federal legislation for potential impact on election processes and provides recommendations.

KNOWLEDGE & SKILLS:

Knowledge of:

- . State and Federal laws, rules and regulations pertaining to elections;
- . Principles and practices of effective supervision and management;
- . County budget and procurement procedures and regulations;
- . Records management and retention requirements;
- . Techniques and practices for dealing with members of the public;
- . Techniques for making effective presentations both orally and in writing.

Skill in:

- . Planning, organizing and managing comprehensive operations related to elections;
- . Supervising, motivating and evaluating employees;
- . Establishing and maintaining effective working relationships with others;
- . Writing professional and technical reports;
- . Communicating complex and technical local, State and Federal laws and requirements relating to areas of assignment;
- . Delivering efficient and cost-effective customer service relative to area of responsibility;
- . Using tact, independent judgment, discretion and prudence in dealing with those contacted in the course of work.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in Business, Public Administration, Government, Political Science or other closely related field as identified by the Appointing Authority and five years of experience in voter registration or election operations of which at least two years were in a supervisory or managerial capacity.

(Additional relevant experience and/or education may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona Driver's License is required at time of appointment. Must be a registered voter at the time of appointment. Must obtain State of Arizona, Election Officer Certification at the earliest opportunity, after appointment, afforded by the training schedule set forth by the Arizona Secretary of State in compliance with ARS 16-407. Failure to achieve and/or maintain appropriate licensure/registration/certification is 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.