

Code: 7625

Title: ELECTIONS DIRECTOR

SUMMARY: Under direction of the County Administrator, plans, organizes, supervises and manages the activities of the Pima County Elections Division in compliance with applicable laws, ordinances, rules and regulations. This classification is in the unclassified service and is 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.)

Coordinates the timely, by-hand, mechanical and/or electronic counting, processing, verification and reporting of election results with other county, state and federal agencies;
Recruits, trains, assigns and evaluates the performance of election workers and staff;
Prepares bid specifications for election materials and equipment and performs quality assurance inspections and evaluations of contracted equipment, supplies and services;
Coordinates the acquisition, staffing, security and support required of polling places during election activities;
Prepares and releases public information, voter education and news media materials relative to the election processes, results and related matters;
Collects, analyzes and reports findings of elections statistical data to the news media, County Administrator, Board of Supervisors, state and federal agencies;
Develops, administers and coordinates elections division budgets;
Researches administrative, programmatic and technical problems in the county elections processes and develops timely cost-effective remedies to problems encountered;
Reviews existing, proposed or recent changes to election laws, rules and regulations and implements needed changes in Election Division processes and procedures to assure county compliance with same;
Develops recommended changes to election laws, rules and regulations and submits same to the County Administrator and County Attorney for further action;
Analyzes need for and develops recommendations for revision, adjustment or creation of voting districts and precincts;
Coordinates Elections Division activities with the County Recorder's Voter Registration Division;
Coordinates Elections Division participation in or support of jurisdictional elections with special districts, cities and towns;
Maintains accountability and security of all election materials and equipment and related support equipment;
Supervises the filing, archiving, disposal or destruction of election materials as provided by applicable laws, rules and regulations.

KNOWLEDGE & SKILLS:

Knowledge of:

- elections processes, programs and pertinent local, state and federal laws, regulations, statutes and related guidance;
- principles and techniques of manual, automated and computer-based voting and elections tabulation and reporting processes and associated equipment;
- development and administration of budgets;
- principles and techniques of personnel selection, training, evaluation and supervision;
- public sector contracting processes;

- principles and techniques of public relations.

Skill in:

- administering and managing a comprehensive elections program in a public-sector setting;
- selecting, training, supervising and evaluating performance of staff and volunteer elections technicians and workers;
- developing and administering budgets and fiscal controls;
- communicating effectively, orally and in writing;
- research and production of recurring and special-purpose reports and analyses;
- coordinating news media coverage or support for voter education and elections activities;
- developing and administering contracts for supplies, services and equipment;
- evaluating processes and procedures for improvement and cost-effectiveness;
- developing voter information programs and products.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in business or public administration or a related field and five years of administrative experience including two years of experience involving elections management or administration through at least one major election cycle, including both primary and general elections.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or appointment.

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

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