

ELECTIONS SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: An Elections Specialist is responsible for professional-level research, analysis, and reporting associated with conducting the City's elections and other special projects as needed by the City Clerk's Office. Work is diverse and complex, and includes designing, writing, and producing materials to increase voter turnout (e.g., brochures, publicity pamphlets, maps, reports and correspondence). The employee in this class also reviews and compiles City ordinances for codification of the City Code, and develops, designs, and maintains the City Clerk's website using HyperText Markup Language (HTML) and FrontPage 2003, or similar software. Responds to and/or directs inquiries from the general public to the appropriate City authority. The Elections Specialist provides technical support and expertise on a variety of projects, such as, but not limited to: early voting, sample ballot/publicity pamphlets, election advertising/press releases, maps, initiative/referendum filings/certification, security polling places; implementing software upgrades and hardware acquisition; and making presentations in support of the City's efforts to increase voter turnout and facilitate the voting process. The incumbent may exercise functional supervision over staff assigned to work on special projects. Work may involve evening and weekend meetings, as well as irregular work hours. The incumbent performs related duties as required.

Distinguishing Features: This class is distinguished from the City Clerk Assistant classification by its primary emphasis on duties in support of elections and voter turnout, requirements for utilizing desktop publishing, and associated responsibilities for the division's website. Work requires the use of independent judgment in producing finished products that have an aesthetically pleasing appearance. Products may include the following: brochures, pamphlets, newsletters, fliers, posters, and reports on program activities. Work is reviewed through observation, meetings, reports, and overall results achieved. This class is supervised by the Deputy City Clerk and is FLSA exempt-administrative.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or closely related field. Considerable (3 - 5 years) experience in program administration, preferably in work with elections. Good (1 - 3 years) experience with desktop publishing and related computer applications, such as PageMaker.

Special Requirement(s). Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). Bilingual fluency in Spanish (reading, writing, and speaking) is preferred. Certification as a Municipal Clerk or Municipal Elections Official is also preferred. Experience with website development is preferred.

ESSENTIAL FUNCTIONS

Communication: Develops and maintains positive relations with the general public, other City employees, vendors, service contractors, elected officials, and other government entities. Obtains product information, discusses contract terms, responds to inquiries, and communicates orally and in writing with government entities to obtain/relay information and coordinate functions. Makes oral presentations to the City Council and to various individuals and groups to promote voter participation. Coordinates with Maricopa County Elections Department to maintain accurate records of registered Mesa voters in database. Responds to inquiries and/or requests for information submitted through e-mail on the City Clerk's website. Prepares/updates written documents (election materials, brochures, publicity pamphlets, and resolutions) in English and Spanish as well as research reports, manuals, feasibility studies, justification memos, project schedules, etc.

Manual/Physical: Operates a personal computer (PC) and uses software specific to the division's requirements (database and/or spreadsheet, word processing), maintains City Clerk's website, supports election functions and City Clerk activities, and prepares detailed and technical reports for use by the City Clerk's office and members of management. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings and pick up/drop off election related materials. Attends meetings to coordinate efforts, represent the department, and collect information. Compares and monitors data to determine compliance with legal requirements/deadlines and City policies and guidelines. Meets scheduling and attendance requirements.

Mental: Researches and analyzes data to make recommendations to management. Comprehends and makes inferences from written material (e.g., statistical and demographic information, and project needs). Understands legal terminology and documents (such as, but not limited to: City Charter, City Code, and federal, state, and local laws) as they relate to responsibilities of the position to ensure compliance. Prioritizes multiple projects, meets required deadlines, and handles multiple priorities simultaneously. Coordinates work activities and program functions with other City departments, jurisdictions, and government entities. Learns job-related material through on-the-job training and/or independent study.

Knowledge/Skill/Abilities:

Knowledge of:

federal, state, and local laws, regulations, and policies pertaining to elections;
City Charter and City Code provisions relating to City elections and City Clerk activities as well as federal and state programs affecting the City Clerk's Office;
legal terminology as it relates to the duties of the City Clerk's Office;
methods and practices of researching, composing, and editing informational material and report presentations;
principles, techniques, and objectives of public relations relating to municipal government;
regulations, procedures, and services of municipal departments and agencies;
project development, scheduling, monitoring, and control systems;
PC and related software, database organization, and report preparation techniques; and
graphic design principles, typography, and layout techniques.

Skill in the use of PC and related software applications (e.g., HTML, FrontPage 2003, PageMaker), composition, editing, desktop publishing, and website creation and maintenance.

Ability to:

read, understand, and analyze legal terminology/legal documents relating to elections;
write clearly and concisely, and give oral and written presentations of ideas;
gather pertinent facts, make thorough analyses, and arrive at sound conclusions;
work independently within established procedures and policies; and
establish and maintain effective working relationships with City officials, coworkers, vendors, other government entities, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 8/15

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EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 49-200

PAY GRADE: 49

SECURITY-No

CDL-No

IND-8810

SWORN-No