



City of Phoenix

ELECTIONS COORDINATOR ASSIGNED: CITIZEN SUPPORT

JOB CODE 12011

Effective Date: 02/92

DISTINGUISHING FEATURES OF THE ASSIGNMENT:

An employee in this assignment provides citizen, media, and candidate support by providing one-to-one election liaison to the Mayor and Council, Manager's Office, candidates for elective office, citizenry and the media personnel. The incumbent also assists the Special Services Supervisor with various administrative functions and serves as acting supervisor in that incumbent's absence. Additional duties include writing Requests for Council Action, draft ordinances, monthly City Manager reports, workload schedules, and management of the Election Information Control Center. The incumbent also provides supervision to employees who handle the City of Phoenix hotlines, ballot preparation, absentee voting, district/precinct designations, and mandated elections notifications. This position provides lead support to incumbents in the base Elections Coordinator class.

The fundamental reason this classification exists is to coordinate and supervise a variety of office and field activities in support of the City's elections and annexation functions. Supervision is exercised over a staff of Elections/Annexation Specialists I and II and temporary Elections/Annexation Aides responsible for the administrative support functions associated with conducting the City's elections, annexations, neighborhood improvement districts, and special projects. Duties include public contact work, coordinating all areas of election and annexation preparation and distribution of information to a variety of highly interrelated election and annexation functions. This classification reports to a Deputy City Clerk who reviews the work through discussion of results achieved.

ESSENTIAL FUNCTIONS:

- Plans, assigns, supervises, and reviews the work of full and part-time employees engaged in public contact work;
- Supervises the preparation of legal descriptions, ordinances, and other printed material required in carrying out an election or annexation;
- Prepares master annexation or election calendar and schedule to ensure meeting legally mandated deadlines;



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- Supervises preparation of materials for publication and arranges publications to meet legally mandated times;
- Negotiates arrangements for use of facilities for receiving returns and holding election training classes;
- Coordinates initiative and referendum petition procedures, filings, and certifications;
- Supervises preparation of City Council candidate information packets;
- Coordinates the update, purchase, preparation, assembly, and distribution of election supplies;
- Secures contracts for polling places and precinct election boards in accordance with local requirements;
- Instructs election board workers in all phases of election day and post election procedures;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Federal, state, and local laws pertaining to elections, annexations, nomination, and financial disclosure and reporting statements.
- Requirements as to form, content, and recording necessary to validate legal documents.
- Modern practices in record-keeping functions.
- Office management practices and equipment.
- Principles and practices of modern supervisory theory and techniques.

Ability To:

- Coordinate a variety of interrelated areas of election or annexation preparation.
- Train, organize, assign, and direct the work of others.
- Make training presentations to large groups.
- Communicate ideas in the English language.
- Read, understand, and analyze legal terminology relating to elections and annexations.
- Negotiate arrangements for use of facilities for polling places and for receiving returns and holding training classes.



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- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Explain complicated technical problems in simple non-technical language.
- Work cooperatively with the general public, City management, elected officials, and other City employees.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Employees who serve in this classification and who are skilled in a second language may be called upon occasionally to utilize that skill in the routine performance of their duties.
- Some positions will require the performance of other essential functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience in interpretation and application of laws, rules, and regulations associated with holding local elections or conducting annexations, including one year of supervisory experience supplemented by college courses in business or public administration, real estate principles, business law or related field. Other combinations of experience and education that meet the minimum requirements may be substituted.