

Market Range Detail - Deputy Director - Elections

Effective Date

February 10, 2010

Market Range Title Description

This position is responsible for assisting the Director – Elections with the overall planning and management of the operations of Maricopa County's Elections Department to achieve the department's mission of providing access to the electoral process for citizens and candidates so that they have equal access and may readily participate in elections. The deputy director provides significant input and guidance to the director influencing executive decisions that direct the operations of the department and has responsibility for directing the management of operational/technical functions.

Typical job duties include: acting in the director's absence; managing subordinate administrative and operational managerial and supervisory staff; providing the director with considerable input in the development and implementation of department strategic goals and objectives related to the department's mission; directing the development and implementation of policies and procedures; directing the implementation of department plans and programs, managing all department administrative and operational/technical functions; ensuring all elections activities are in compliance with state and federal legislation; analyzing department results and providing recommendations to the director on how to improve results and service delivery; identifying operational problems and developing solutions; reviewing proposed state and federal legislation effecting the elections process and provides recommendations; leading and directing special operational and organizational studies/project; representing the director in high level meetings with County management, the Board of Supervisors, and outside agencies; directing the overall preparation and administration of the department budget and fiscal matters. This is a one-incumbent position at the executive management level within the department and reports to the Director – Elections.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$37.84	\$49.33	\$60.81

Likely Minimum Qualifications

- Bachelor's degree in business administration, public administration, or closely related field
- Minimum of eight years of related professional experience including at least four years of directly related supervisory and/or management experience
- Master's degree in business administration, public administration, or closely related field preferred
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Elections Deputy Director

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.