



Title: City Clerk Specialist II - Elections

FLSA STATUS: Non-Exempt under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Deputy City Clerk.

This classification does not supervise on a regular basis but may be asked to occasionally supervise or perform lead functions over temporary and/or seasonal employees.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:**
 - State Election Officer certification within two years of hire.
 - Municipal Election Official within three years of hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Experience working in a City Clerk's Office.

JOB SUMMARY

The purpose of this position is to manage the election process by providing election support to candidates, elected officials, and executive management. Incumbents in this classification complete all administrative steps necessary to conduct municipal elections within the requirements set forth by City Code, City Charter, and State Statutes.

Responsibilities include, but are not limited to updating election materials; developing and maintaining websites; coordinating election calendars; tracking legislative issues; developing and administering applicable training programs; preparing election budget recommendation by assessing program needs; and tracking election expenditures.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages Election Process. Maintains election materials in conjunction with legislative changes, ensures translation of all election materials, develops publicity pamphlet for citywide use in elections, develops and implements best practices, researches statutes and legal interpretations. Ensures compliance with all local, state, and federal regulations. This classification routinely interacts with high-level officials internal and external to the City.
2	Develops Election Calendar. Coordinates steps necessary to meet deadlines associated with elections as outlined by local, state, and federal regulations.
3	Tracks Legislative Issues and develops policies and procedures for ensuring compliance with legislative changes. Determines legislative mandates applicable to the election process, maintains relationships with the League of Arizona Cities and Towns, County Elections Department, and Secretary of State's Office to develop best practices for implementing changes.
4	Provides administrative support by acting as a liaison for information technology issues, assisting with updating policies and procedures, preparing reports, writing newsletters and completing related clerical tasks.
5	Assists with budget preparation by assessing program requests and reviewing expenditures.
6	May manage Council Subcommittee on Boards and Commissions, and Citizens Commission on Salaries for Elected City Officials based upon assignment. May develop agenda topics and agenda packet for Council Subcommittee and Boards and Commissions ensuring compliance with local, state, and federal laws; may manage and attend meetings, and implement approved Council actions.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, typewriters, printers, scanners, copy / fax machine, calculator, label printer, date stamp, and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.