Date: December 14, 2021

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: Jan Lesher
Acting County Administrator

Re: Interim Elections Director and Recruitment for Director

With Pima County’s Election Director, Mr. Brad Nelson, retiring in January, the process to search for a new Director is underway. Since it is likely the process will conclude after Mr. Nelson’s retirement, I am appointing Ms. Mary Martinson as Interim Elections Director effective with Mr. Nelson’s retirement. Ms. Martinson has been with the Elections Department since 1987 and her appointment is supported by Mr. Nelson. Attachment 1 is more about Ms. Martinson and her experience with the Department. Ms. Martinson has also announced her intent to retire in the Spring.

Attachment 2 is the Election Director recruitment brochure. The position was posted on December 10th on the County’s website, Indeed.com and other job search venues, as well as Electionline.org and ElectionCenter.org, which is the website for the National Association of Election Officials. The position will remain open until filled, with the first review of applications scheduled two weeks after posting. The recruitment process will include a search committee that will conduct initial interviews with candidates, and second interviews with top candidates. I will then interview the Committee’s recommended candidate or candidates and make the final appointment.

Nicole Fyffe, Executive Assistant to the County Administrator, will be coordinating the search committee process. The search committee will include Ms. Fyffe, Pima County Recorder Gabriella Cazares-Kelly, Pima County Elections Integrity Committee Chairman Brian Bickel, Election Integrity Commission member Benny White, and City of Tucson’s Clerk Roger Randolph. Ms. Martinson, will serve as an ex-officio member to develop interview questions and to respond to questions that candidates may have about the position during the initial interviews.

Please contact me or Ms. Fyffe if you have any questions.

Attachments

c: The Honorable Gabriella Cazares-Kelly, Pima County Recorder
Carmine DeBonis, Jr., Deputy County Administrator for Public Works
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer, Health and Community Services
Brian Bickel, Chair, Pima County Elections Integrity Commission
Benny White, Member, Elections Integrity Commission
Roger Randolph, Tucson City Clerk
Brad Nelson, Director, Pima County Elections
Cathy Bohland, Director, Pima County Human Resources
Mary Martinson, Pima County Election Unit Supervisor
Nicole Fyffe, Executive Assistant to the County Administrator
MEMORANDUM
ELECTIONS DEPARTMENT

December 6, 2021

To: Jan Lesher
Chief Deputy County Administrator

From: Brad R. Nelson
Election Director

Subject: Mary Martinson – Bio

Election Unit Supervisor Mary Martinson has been an employee within the Pima County Election Department since 1987. During those numerous years of experience, Mary has served as the liaison with our ballot printing vendor, municipal clerks, County School Superintendent and County Recorder. Though her efforts with those entities has been outstanding, Mary is perhaps best known for working with our seasonal early ballot election boards as they administer the hundreds of thousands of early ballots. Through numerous elections, political party observers have raved about Mary’s knowledge and her ability to work with early boards and observers to communicate the need for transparency and accuracy throughout the election process.

Additionally, Mary has:

- Established the ballot print parameters, used by our ballot printing vendor, to print the hundreds of differing ballot styles for our varied elections
- Performed poll worker training classes
- Supervised the Election Day Call Center to assist poll workers with their duties
- Supervised election night returns and the receipt of ballots and official returns
- Supervised numerous successful hand count audits of our countywide elections
- Substituted for the Election Director at Election Integrity Commission meetings

Given Mary’s knowledge and proven abilities, I would endorse her appointment as interim Elections Director.
About Pima County

When you work for Pima County, you’re serving your community. No matter what job you do, your work impacts the lives of all those who live, work, and visit our beautiful Southern Arizona desert.

The County is an equal opportunity employer that offers competitive wages, paid national holidays, a generous health insurance plan and great retirement benefits through the Arizona State Retirement System.

Our active Wellness Program offers you countless opportunities to work on your health and save money on health insurance premiums. You’ll also grow professionally and personally, since many positions offer training and development opportunities to you during your Pima County career.

When you work for Pima County, you ARE Pima County. Our employees pride themselves on being Accountable to the taxpayers of the County, Respectful of colleagues, constituents and others and Ethical in every aspect of their work lives.

About Southern Arizona

Pima County measures about 9,200 square miles, making it the third largest county in the United States and home to a little more than a million people. It’s an extremely affordable place to live with beautiful landscapes and a diverse population.

Southern Arizona boasts nearly year-round sunshine, stunning sunsets, dozens of outdoor activity options and destinations galore.

If you love the outdoors, you’ll find countless trails to hike, parks to play in and a 135-mile multiuse trail -- The Loop -- open for biking, running and more. And after a day outdoors, Pima County’s vibrant food culture will tempt you at every turn.

The Position

The Director of Elections leads a department comprising multiple complex and technical units responsible for the successful conduct of elections for more than 650,000 registered voters in Pima County. The role is primarily strategic, operations, and leadership-focused, requiring experience and expertise in the field of conducting elections, elections policy, leading and managing employees to success.

The Director will:

• Day-to-day responsibilities include executive-level management of an elections organization within the department, including the planning and development of annual and election-cycle strategic objectives, and leading and guiding election team members in the implementation of processes and best practices to successfully achieve those goals and objectives, over the various phases of the election process.

• Strategically advises and/or represents the department’s positions, initiatives perspectives and interests with other agencies and departments, community and business groups, and legislative officials.

• Cultivates, fosters, and maintains positive, professional working relationships with representatives of various agencies and departments, stakeholders, local media, and community and business groups to gain their cooperation and support to further organizational or operational interests and objectives on behalf of the County.

• Provides expert advice, prepares, and provides presentations, on the conduct of elections and elections administration to internal and external stakeholders.

• As an appointee, the Director of Elections will advise County Administration on all matters regarding the strategic planning, administration and conduct of elections, as well as legislative policies. Oversees the development of the department’s annual budget; has fiscal oversight responsibilities and exercises efficient fiscal stewardship by authorizing and controlling expenditures within established allocations.

• Maintains external awareness, monitoring conditions, trends, innovations, and practices that may have implications for Pima County remaining a leader in election integrity and transparency.

• Incorporates systems thinking to help lead change that supports continuous improvement.
The Ideal Candidate
• Ability, desire, and enthusiasm to serve the constituents of Pima County.
• Committed and dedicated to public service and innovative in developing solutions to better serve voters.
• Demonstrated experienced in leadership and team management, and success in motivating and empowering employees.
• Deep knowledge of the federal and state laws relating to elections, voter rights, and related rules and regulations.
• Demonstrated ability in leading teams to provide project results within statute-driven deadlines.
• Forward thinking, can create and implement new ideas and processes, are self-motivated, team oriented and an excellent communicator in both verbal and written form.
• Exceptional project management experience

Minimum Qualifications
• Bachelor’s Degree in Political Science, Public Administration, Business Administration, or related field
• Five years of increasingly responsible business administration or public administration experience, including: three (3) years of management-level work experience in the field of elections which must include managing professional-level staff, including at least one (1) year of management experience including budget and fiscal oversight responsibility, evaluation of business processes, and policy and decision-making experience with planning and organizing multiple programs, projects, operations or functions.

Preferred Qualifications and Credentials
• Project Management Professional (PMP) certification a plus!

Compensation and Benefits
• Annual salary $125,000
• Starting paid holiday, sick and vacation leave of 34 days per year, increasing with seniority.
• Heavily subsidized health, life insurance, Health Savings Account plans, Flexible Spending Account plans and Wellness Programs.
• Retirement plan provided through Arizona State Retirement System.
• 457(b) deferred compensation plan available.

Apply Online
www.governmentjobs.com/careers/pima
For additional information, please visit our website: www.pima.gov/hr.EOE

You’ll love where you work. You’ll love where you live.