

CITY OF MINNEAPOLIS

Deputy Director Elections & Voter Services

Position profile

OUR CITY



As the largest and most vibrant city in the state, Minneapolis depends on purposeful, dedicated and innovative employees. Minneapolis has a large variety of careers for people of all experiences and backgrounds who come together for a singular purpose—serving the residents, businesses and visitors of Minneapolis.

Learn about what makes Minneapolis great.

www.minneapolis.org/visitor

OUR WORKFORCE



Over 3900 employees at the City of Minneapolis faithfully serve the residents, businesses and visitors of the City every single day. Some jobs are more visible in the community while some are behind the scenes, but each employee at the City plays a role in keeping Minneapolis a vibrant place that tops many lists. Our employees look for ways to keep Minneapolis at the leading edge, offering services and policies that are more comprehensive and progressive than the vast majority of cities. Our employees are a key reason why Minneapolis is a place where all people have an equitable opportunity for success and happiness.



Our purpose, to serve the residents, businesses and visitors of Minneapolis is at the foundation of everything we do. It shapes our priorities, our work, and our culture. It drives our employees to look for new ways to serve, creating an innovative and engaged culture.

The employees of the City of Minneapolis are aligned for a singular purpose -to serve our community.

MISSION STATEMENT AND VALUES

At the core of Minneapolis Elections & Voter services is our dedication to serving Minneapolis voters. The guiding principles which set our course can be found within our division's mission, vision, and values statements.

Mission: To conduct elections with accuracy and excellence, providing responsive and respectful services to Minneapolis Voters

Vision: To empower and engage all voters through secure, transparent, and accessible elections, fostering increased participation and trust in the democratic process

Values: Resilience, Integrity, Inclusivity, Accuracy, Excellence

THE DEPARTMENT

The Office of the City Clerk is comprised of three divisions: Elections and Voter Services, Legislative Support and Administration, and Information Governance. Minnesota state law provides for a decentralized management of elections. Certain duties are assigned by law to the county auditor, and others are assigned to city clerks and school districts. The County is responsible for providing standardized election services, i.e., voter registration, ballot programming, contracts for printing and supplies, purchase of voting equipment for



county-wide use, training of city and school election administrators and county-wide election night results accumulation. The cities are responsible for providing specialized election services to their citizens. This model acknowledges that the local city staff understands the unique voting needs of their diverse population. Minneapolis Elections and Voter Services key programs include early in-person voting, mail voting, election judge and polling place management, training, logistics and warehouse, administration, and voter outreach and education. The City has one of the strongest voter participation rates in the country and a history of excellence in election administration.



MINNEAPOLIS ELECTIONS QUICK FACTS

- All offices are on the ballot every 4 years
- Four-year cycle: Presidential, Municipal, Gubernatorial, no scheduled election
- Minnesota has uniform election dates for primary, general, and special elections
- Municipal election has been conducted with Ranked Choice Voting (RCV) since 2009
- Minneapolis allows absentee/early voting up to 46 days in advance per state law
- Minneapolis provides satellite in person early voting and ballot drop off sites
- Minneapolis provides literature and instructions in multiple languages, and provides election judges (*poll workers*) with second language skills to serve voters
- Minneapolis has an award-winning Student Election Judge program for students aged sixteen and up



[Click here to learn more about the Seasonal elections staffing process](#)

RECOGNITION AND AWARDS

2016

Election Center Stars and Stripes Award: Increasing Voter Access and Election Judge Recruitment

2017

[U.S. Election Assistance Commission Clearie Award for Student Election Judge Program](#)

2021

[Election Center Democracy Award for Best Practice of](#)

2021

[Election Center Guardian Award for High School Poll Workers Program](#)

THE POSITION

The Deputy Director of Elections and Voter Services position is available as a newly created position within the Minneapolis Elections and Voter Services division.

The City of Minneapolis Elections and Voter Services Division administers all elections that our City of Minneapolis voters have the opportunity to participate in. This includes municipal, school, county, state, and federal elections. The Deputy Director provides leadership, management, and directions relating to federal, state, and local elections in compliance with all applicable laws, regulations, policies, and rules. The Deputy Director also oversees outreach and education strategies designed to inform and engage voters. The position reports to the Director of Elections and Voter Services and oversees the administration and voter outreach program areas. The following organizational chart depicts projected 2023 staffing.

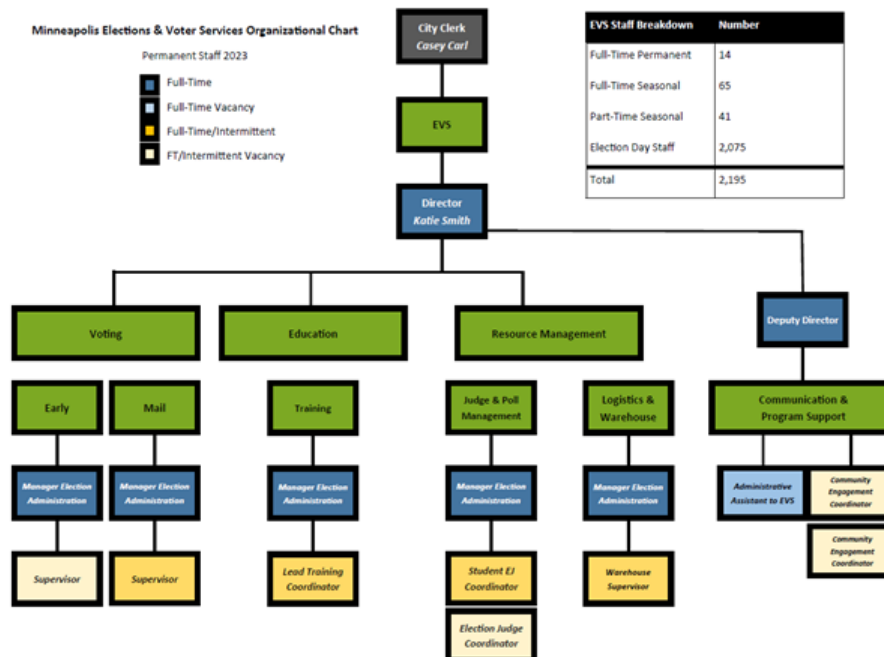


Minneapolis Elections & Voter Services Organizational Chart

Permanent Staff 2023

- Full-Time
- Full-Time Vacancy
- Full-Time/Intermittent
- FT/Intermittent Vacancy

EVS Staff Breakdown	Number
Full-Time Permanent	14
Full-Time Seasonal	65
Part-Time Seasonal	41
Election Day Staff	2,075
Total	2,195



RESPONSIBILITIES OF THE POSITION INCLUDE:

- Assist the Director of Elections and Voter Services in strategic department planning including the development and implementation of programs.
- Participate in development of divisional leadership training, track training plans and objectives.
- Direct and supervise the communications and program support personnel including delegating, coaching, and developing the staff's professional expertise and fostering an atmosphere that values the rewards of responsiveness, innovation, thoroughness and professionalism.
- Serve as a liaison and representative of the division with community partners, department heads, elected officials, and other departments within the enterprise.
- Administer the division's communications program including thoughtful and responsive messaging, and thorough elections communications planning.
- Support the Director in reports and presentation preparation, including data display and analysis.
- Establish goals and operational plans for each election cycle, analyzing operations and recommending process improvements, and assist with business planning and performance measurement activities.
- Establish objectives, processes, and metrics for the division in order to ensure relevant, reliable service.
- Recruit, hire, train, supervise, review, and evaluate the work of staff.
- Develop, implement, and maintain long-range fiscal plans for the division.

DESIRED CAPABILITIES

The City of Minneapolis desires to hire a Deputy Director of Elections and Voter Services with an innovative and visionary mindset, strong leadership skills, and the ability to inspire, encourage, and motivate others to achieve goals.

Strong communication skills, including the ability to explain complex issues effectively and concisely, and the ability to establish and maintain professional relationships with the public, elected officials, co-workers across the enterprise, and with the media.

- Knowledge and understanding of local government functions, practices, and financial and personnel operations, including applicable local and state laws related to the administration of municipalities.
- Demonstrated ability to communicate effectively in writing.
- Knowledge of principles and practices of business management and operations.
- Knowledge of budgeting and financial management, analysis, and planning.
- Ability to manage, coordinate and supervise the work of staff and coordinate complex projects.
- Strong organizational skills. Ability to plan, organize, and implement work activities and meet imposed deadlines.
- Proven ability to consult with policymakers on sophisticated topics in a way that ensures informed decision-making.
- Familiarity with enterprise technology systems and applications, including communication, web publishing, vendor-specific voting equipment/software and electronic poll books/software, including logic and accuracy testing, post-election auditing and related security requirements.
- Knowledge of legislative processes related to local government and funding practices.
- Demonstrated knowledge of operational issues including HR, financial, and legal requirements.
- Ability to analyze and evaluate problems and issues at strategic levels.
- Knowledge of strategic planning, performance measurement, and process improvement.
- Ability to work with diverse communities and stakeholders.
- Ability to develop and maintain effective working relationships in a political atmosphere.
- Ability to work independently, set priorities and make appropriate decisions.
- Experience with Rank Choice Voting is highly desirable.
- Proficient knowledge of full electoral process, including applicable federal, state, and local laws and regulations and administration of associated programs, systems, and equipment.
- Must be familiar with election environment and understand best practices on managing deliverables.
- Ability to establish and maintain effective and courteous working relationships with candidates and campaign representatives, elected officials, employees, media, and public.

In addition, the City has adopted the following competencies for all leadership positions:

- **Focus on results:** takes initiative, drives for results, and establishes stretch goals;
- **Personal capability:** demonstrates technical/professional expertise, solves problems and analyzes issues, innovates, and practices self-development;
- **Character:** displays high integrity and honesty;
- **Leading change:** develops strategic perspective, champions change, and connects the group to the outside world;
- **Interpersonal skills:** communicates powerfully and prolifically, builds relationships, develops others, inspires and motivates others to high performance, and collaborates and fosters teamwork;
- **Cultural agility:** demonstrates an awareness of, and sensitivity to, the needs and concerns of individuals from different perspectives, cultures, and backgrounds. These differences may include education, job preference, work style, race, gender, country of origin, disability, age, sexual orientation, gender identity, etc. Respects differences and adjusts behavior and communication style to best meet the needs of the group or individual. Accepts one's own cultural identity and sees the value of other points of view; and
- **Strives to create a racially equitable work environment:** develops policies, practices, and makes strategic investments to reverse racial disparity trends, eliminate institutional racism, and ensure that outcomes and opportunities for all people are no longer predictable by race. Through consistent behaviors and actions, fosters an equitable work environment. Creates fair and just opportunities and outcomes for all people.

EDUCATION AND EXPERIENCE

This position requires a Bachelor's Degree in Communications, English, Political Science, or equivalent or a Certificate in Election Administration. This position also requires three to four years of experience in management or supervision with at least two years of that work experience in elections. An equivalent combination of education and experience closely related to the duties of the position may be considered. Certified Elections/Registration Administrator (CERA) certification preferred.

COMPENSATION

The starting salary for this position will be \$97,028 - \$115,021. The City of Minneapolis offers a competitive benefits package to include health and dental insurance, city-paid life insurance, HRA/VEBA spending accounts, paid vacation, holidays, sick leave, parental leave, and participation in PERA. Employees are eligible to participate in the Minnesota State Retirement System (MSRS).

TO APPLY

This position will close on Wednesday, May 24 at 11:59 PM. To submit your cover letter and resume for this opportunity, go to the [City of Minneapolis career page](#).

The City of Minneapolis is an Equal Opportunity Employer.