The County of San Bernardino invites application for the position of

Chief Deputy Registrar of Voters
Job Announcement Number: 13-03120-01

**SALARY**
$32.48 - $41.50 **Hourly**  $5,629.87 - $7,193.33 **Monthly**  $67,558.40 - $86,320.00 **Annually**

**APPLY BY:** Continuous
Applicants are encouraged to apply online: [http://www.sbcounty.gov/hr](http://www.sbcounty.gov/hr)

**THE POSITION**
Applications will be accepted until a sufficient number of qualified applications are received. Applicants are encouraged to apply as soon as possible.

The Elections Office of the Registar of Voters has an exciting and dynamic career opportunity in the fast-paced environment of elections. A vacancy currently exists for a Chief Deputy Registrar of Voters who oversees the administrative division with direct responsibility over the communications, election worker and fiscal functions.

**About the Elections Office of the Registrar of Voters**
Conducting elections is exciting and challenging. Attention to detail is critical and working as a team is vital to accomplishing successful elections. Permanent and temporary staff, as well as volunteers, assist in the variety of complex tasks required to conduct elections. The Elections Office believes that a successful team is a partnership – one that contains the following elements:
- Clear roles and responsibilities
- Shared goals and objectives
- Commitment to excellence
- A clear communication process
- A willingness to be open and honest
- A willingness to compromise
- Personal accountability
- Personal integrity

**CONDITIONS OF EMPLOYMENT**
**Work Schedule:** During peak election periods, the Elections Office staff is sometimes required to work a significant amount of overtime. Overtime can include evenings, weekends (both Saturdays and Sundays) and early morning/late night hours on election day/night.

**Travel:** Travel throughout the County may be required. Employees will be required to make provision for transportation. At the time of hire, a valid California Class C driver license and proof of automobile liability insurance must be produced for the individual providing the transportation.

**MINIMUM REQUIREMENTS**

**Experience:**
**Option 1:** Three (3) years of supervisory experience in a public elections office which included interpreting and implementing laws, policies and procedures.

**Option 2:** Three (3) years of professional-level, supervisory experience analyzing and implementing laws, processes, procedures, practices, and/or policies in a government, corporate, or non-profit environment.

**AND**

**Education:**
A Bachelor's Degree in Business or Public Administration, Political Science, Management or a related field.

*Applicants with an acceptable combination of relevant education and experience may be considered.*

**DESIRED QUALIFICATIONS**
The ideal candidate will possess extensive administrative experience over a staff which specializes in communications and training. Possession of a Certified Election and Registration Administration (CERA) Certification is highly desirable.

**SELECTION PROCESS**

The examination will consist of a *competitive evaluation* of qualifications based on a review of the Application and the Supplemental Questionnaire. The most highly qualified candidates will be placed on the eligible list. Candidates who demonstrate exceptional qualifications will be referred to the appointing authority for a selection interview.

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: [http://www.sbcounty.gov/hr](http://www.sbcounty.gov/hr)  
(909) 387-8304 • TTY Users: 711  
157 West Fifth Street, 1st Floor, San Bernardino, CA 92415  
**An Equal Employment Opportunity and ADA Compliant Employer**  
EXM C-Issue Date: 11/23/13  RC /CC
Chief Deputy Registrar of Voters

Supplemental Questionnaire

(If additional space is needed, use a sheet of paper with information included and attach to this form)

1. **Instructions**: The supplemental information requested below will be considered in the competitive evaluation process. Your responses should be complete and concise. **Employers referenced in this section MUST be listed on your application in order to be properly evaluated.** Include name of employer(s) and dates of employment. *Do not refer to a resume or other documentation.*

☐ I have read and understand the instructions stated above.

2. **Management/Supervisory Experience**: Describe your experience as a manager or supervisor with responsibility over a full-time staff involving interviewing and making hiring decisions, creating work schedules, assigning and reviewing work, writing and signing work performance evaluations, and implementing disciplinary actions. Include number and titles of employee for which you have responsibility.

3. **Administration of Elections, Government, Corporate or Non-Profit Related Policies and Procedures**: Describe your experience in which you had direct responsibility reviewing, researching and implementing government codes, legislation, policies, procedures and regulations in an elections and/or government environment.

4. **Public Speaking/Training Experience**: Describe experience in which you conducted formal presentations or provided training. Provide examples.
5. **Budget Preparation Experience:** Describe your experience preparing budgets, expense projections and budget revenues.

6. **I understand that I cannot update my application once I have submitted it.** Therefore, I have completed all sections of the application, provided full descriptions of my duties and responsibilities for each employer, and have fully reviewed my answers to all of the supplemental questions prior to submitting my application. *Do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they will not be reviewed or considered.*

☐ I understand.

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Print Name: ___________________________  Date: __/__/____

Signature: ___________________________