The County of Santa Clara Invites applications for:

REGISTRAR OF VOTERS

Our Mission

The mission of the Registrar of Voters is to provide quality service with the highest level of integrity, efficiency and accuracy in voter registration and election processes.

The Registrar of Voters is the County Elections Official and conducts all Federal, State, County, School District, and Special District General and Special Elections. In order to achieve this, our office works with other government entities and advisory committees.
The Position

The Registrar of Voters is an executive management position and is responsible for the day-to-day administration and management of the department which provides for the registration of voters, the conduct of elections, and other related activities.

As has been evidenced more clearly than ever throughout the United States over the past several years, the functions of the Registrar of Voters Department play a critical role in ensuring the democratic process. The County of Santa Clara is currently accepting applications from qualified individuals who possess a desire and proven leadership capabilities to fill this crucial role in the implementation of business practices and the use of technology to better serve the needs of a very diverse population.

To this end, some of the typical management responsibilities include: providing administrative direction to managers in establishing and maintaining goals, objectives and plans for carrying out the functions of the Department consistent with the overall goals of the County; overseeing the implementation of federal, state and local legislation related to bilingual voter services; providing direction in the planning and organizing of activities related to conducting county-wide, local and special elections; ensuring the establishment of policies and procedures, controls and reporting systems to meet legal requirements, county policies, goals and the delivery of required service levels; developing, recommending and monitors the annual budget, and may assist in the presentation to the Board of Supervisors; interpreting and implements laws, rules, regulations and codes related to voter registration and the conduct of elections; representing the Department before Boards, Commissions, political bodies, the general public and the media; responding to the more sensitive and/or difficult questions of a technical nature from the public and other agencies concerning initiative, referendum, recall and other election procedures; interpreting and implements laws, rules, regulations and codes related to voter registration and the conduct of elections; analyzing proposed legislation and regulations affecting County election procedures; and selecting personnel and evaluates their performance in meeting program and individual goals and objectives.

The Registrar of Voters Office

The Office of the Registrar of Voters is under the administrative direction of the Office of the County Executive. The Registrar of Voters is the County Elections Official and conducts all Federal, State-wide, City, County, School District, General District and special elections for the approximately 812,980 registered voters in the County. Election services to cities are provided when authorized by the Board of Supervisors. School districts, cities, and special districts reimburse the County in full for election services. Revenues from these sources are approximately $3.5 million annually. The total fiscal year operating cost of the Office is $14.7 million. This Department is staffed by 44 full-time permanent positions. During peak workload periods, the staffing more than triples with the hiring of temporary employees.

The Registrar’s Office also processes and maintains voter registration records and ensures that all polling places are accessible to voters with special needs. Multi-lingual voting materials are provided in Spanish, Vietnamese, Tagalog, and Chinese (as mandated by Federal Law). Also, multi-lingual oral assistance is provided at the polling places. This Office also receives, files and maintains campaign financial statements; verifies signatures on initiatives, referendums, recall and nominating petitions.

The County's primary voting system uses optical scan ballots. One of the major issues facing the Registrar of Voters Office is the continued review of electronic voting systems.

Santa Clara County has a successful permanent Vote by Mail program in which 67% of the registered voters participate.

Opportunities & Challenges

- New Language Mandates
- Electronic Ballot Pamphlet
- Federal Commission on Improving Voter Experience
- Same Day Voter Registration
- Vote by Mail

The Ideal Candidate

The qualified candidate will possess considerable education, training and administrative experience equivalent to a Bachelor's degree from an accredited college or university in Business or Public Administration or a related field and five (5) years recent administrative or managerial experience in a position which requires the application of laws and processes, at least two (2) years of which must have been in a supervisory capacity.

Note: At the discretion of the appointing authority and depending on the needs in the Department, qualifying experience for his position may also require direct administrative level experience managing elections functions.

Candiates should possess knowledge of: 1) Principles and practices of management necessary to plan, organize, direct, manage and evaluate programs, administrative policies, organizational structures, and staff; 2) Principles of governmental organization, administration, public financing and budgeting; 3) Principles and practices of personnel management, training and supervision; 4) Generally, the legislative process and the functions and operations of federal, state and local government; 5) Principles and techniques of management analysis and organizational design necessary to formulate, implement and evaluate administrative policies and procedures; 6) Information technol-
ogy and its uses to enhance business performance and efficiency; and 7) Techniques of effective public and media relations.

In addition, candidates should have demonstrative ability to:
1) Plan, organize and direct large, complex, logistical operations involving a large number of personnel and locations; 2) Work under extreme pressure of heavy peak workloads and statutory deadlines; 3) Interpret, explain and enforce the provisions of governing laws and regulations; 4) Analyze new or proposed legislation; evaluate the impact on operations, implement necessary procedural changes; 5) Establish and maintain effective working relationships with staff, government officials, the County Executive, agency/department heads, the general public, community groups, and the media; 6) Identify and utilize information technology business solutions; 7) Investigate and analyze administrative problems and implement solutions; and 8) Effectively communicate in both oral and written form.

Desirable Characteristics

The County of Santa Clara seeks a seasoned elections official with successful experience in a similar organization where he/she has proven operational experience in applying federal, state and local legislation with specific focus on the State Election Code and bilingual voter services. The Registrar of Voters must be a strong leader with a transparent style, who will provide strong advocacy and fiscal competency. He/she must be a pragmatic visionary with the ability to see opportunities and make them happen, as well as demonstrating political astuteness, both externally and internally. Exceptional external spokesperson skills with significant community outreach exposure are also desirable.

County Government

Santa Clara County, sometimes referred to as “Silicon Valley,” is unique because of its combination of geographic attractiveness and social diversity. With its numerous natural amenities and one of the highest standards of living in the country, it has long been considered one of the best areas in the United States to live and work. The County’s population of 1.8 million is the largest in northern California, one of the State’s most heterogeneous, rich in ethnic and cultural diversity, and enjoying access to all of the attractions of the San Francisco Bay Area. There are 15 cities within the County’s boundaries: Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, and Sunnyvale.

The elected five-member Board of Supervisors establishes policies to address issues that affect the day-to-day operation of County government and is responsible for an annual operating and capital improvement budget of more than $3.8 billion. It adopts ordinances that affect the unincorporated communities and oversees the budget. The County operates under a “charter” form of government, which gives the County more responsibility and authority. Under this charter, the Board appoints a County Executive to administer County government.

Supplemental Questionnaire

Please answer the following questions and submit your responses with a completed application and resume. This information is REQUIRED, as it will be used to initially determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to the oral examination.

Resumes will not be accepted in lieu of required supplemental responses.

For each relevant position held, please provide specific information that clearly describes:

1. Your functional areas of responsibility;
2. The size and type of each organization;
3. Your position within each organization and the title of the position to which you report(ed); and
4. The number and level of staff managed.

In addition, you are being asked to provide:

5. Provide detailed information regarding the breadth of your recent administrative level experience managing election functions or related activities; and
6. Provide relevant information that would demonstrate your qualifications for this position.

The responses to this questionnaire should be limited to 2-3 pages.
The County

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Santa Clara County is located at the southern end of the San Francisco Bay and encompasses 1,312 square miles. Today the County is a major employment center for the region, providing more than a quarter of all jobs in the Bay Area. It has one of the highest median family incomes in the country. San Jose is the largest city in the County, with a population of 1 million, and is the administrative site of County Government.

Santa Clara County has a culture rich in its history, ethnic diversity (over 100 languages and dialects are spoken), artistic endeavors, sports venues, and academic institutions. In sports and recreation, San Jose is home to teams for professional soccer, minor league baseball, and the San Jose Sharks, the only professional ice hockey team in Northern California. Numerous public and private golf courses are located throughout the County. In addition to these recreational outlets, the County of Santa Clara operates 27 parks covering more than 50,000 acres including scenic lakes, streams, and miles of hiking and biking trails. For education, the County is home to four major universities - Stanford University, Santa Clara University, San Jose State University and the National Hispanic University - as well as excellent community colleges.

Local museums and art galleries include the Tech Museum of Innovation, the Rosicrucian Museum, and the Children's Discovery Museum, the San Jose Museum of Art, the Triton Museum and many others. There are also abundant performing arts venues including opera, symphonies, musical theatre, repertory theatre, concerts, and children's musical theatre. Concert venues include the HP Pavilion, Mountain Winery and Villa Montalvo.

The County also has a variety of local theme parks and venues for children and adults such as Great America, Gilroy Gardens, Happy Hollow Park & Zoo, Raging Waters, and the Santa Clara County Fair. In addition to the wide variety of business, educational, cultural and recreational opportunities, a short hour's drive can bring residents or visitors to the famous Lick Observatory on Mt. Hamilton, the hills of San Francisco, or any number of white sand beaches along the Pacific Ocean from Santa Cruz and Half Moon Bay to Monterey and Carmel.

Compensation & Benefits

$143,913 - $184,672 Annually, DOE

The County offers an excellent executive management benefit package that includes:

- County participation in California Public Retirement System (CalPERS)
- Health Insurance: Single Premium – Fully paid on all health plans; Family Premium – Fully paid depending on plan
- Dental/Vision Insurance: Single and family premiums fully paid
- $200,000 Double Indemnity Term Life Insurance coverage paid by the County
- Annual Leave: 36 days per fiscal year, including Annual Leave “Cash-Out” Program
- 12 paid holidays per calendar year
- Administrative Leave: In lieu of personal leave, education leave, bereavement leave, etc.

Note: For new members, salaries above a limitation imposed by federal law (that limit is $113,700 for 2013): (1) neither the County nor the employee will make contributions to PERS on the portion of salary that exceed the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. For current members, the limit is $255,000 for 2013.

Filing Period, Consideration and Selection Process

It is anticipated that this recruitment will open August 29, 2013 and remain open until closed. You are strongly encouraged to apply as early as possible. It is the intention that this position be filled by early October 2013.

All qualified applications will be subject to a preliminary competitive rating to identify those candidates to be invited to the oral interview process. It is critical for applicants to submit an application, resume, and responses to the supplemental questionnaire.

If you have any questions please contact Patricia Carrillo, Executive Services at (408) 299-5897.

Apply online at www.sccjobs.org

The County of Santa Clara is an Equal Opportunity Employer and values diversity at all levels of the organization.