



SAN JOAQUIN COUNTY REGISTRAR OF VOTERS OFFICE

Elections Manager

Recruitment Announcement 0817-RO4725-01

THE POSITION

The San Joaquin County Registrar of Voters Office is seeking an experienced elections professional to manage and supervise the day-to-day activities of the Registrar of Voters (ROV) Office. The incumbent will manage activities involving elections, voter registration and related ROV functions as well as perform difficult administrative analytical research, financial and administrative managerial support in areas such as budgeting, finance, human resources, procurement and staff development. In all assignments, the ideal candidate is expected to model a strong work ethic and leadership skills, including accountability to oneself and others.

THE DEPARTMENT

The mission of the Office of the Registrar of Voters, a division of the Information Systems Department, is to register eligible voters, conduct fair, accurate, secure and transparent elections and to serve all customers, voters, candidates, campaigns, interested observers and other stakeholders with the highest level of integrity and efficiency.

The Office of the Registrar of Voters strives to engage the diverse citizenry of San Joaquin County to raise civic literacy and participation. In a fast-paced and collaborative environment, the Office conducts elections for 13 Federal, State and County legislative offices, 7 cities, 18 school districts and over 50 special districts. With over 733,000 residents and 330,000 registered voters, out of 444,000 eligible, this exciting career opportunity comes during a transformative period of election administration in California and the San Joaquin Valley.

SAN JOAQUIN COUNTY

San Joaquin County is an extraordinary place to work and live. A land of beauty, recreation and natural riches— from the waters of the Delta to the vines of the wine country, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty nature, music, arts and culture. With affordable home prices, competitive salary and benefits and abundant recreational activities, whatever your interest, it can most likely be found in San Joaquin County, making this a desirable place to live, work and play.



Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton CA 95202
Phone: 209-468-3370



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TYPICAL DUTIES

- Assists in planning, supervising and coordinating the operations of the ROV office; helps ensure compliance with applicable laws and regulations; helps establish office priorities and develop organizational goals and objectives;
- Researches various elections, government, public administrative, education, and other related laws and codes; reads and interprets state and federal bulletins on proposed law changes; analyzes the impact of new laws and amendments and recommends/implements new policies and policy revisions;
- Assists in managing assigned administrative functions such as those related to human resources, procurement, staff development, and the preparation, review, and administration of the ROV budget ;
- Conducts special studies; prepares reports and recommendations; prepares and answers correspondence and questionnaires; gives oral presentations to individuals and groups, including schools and civic organizations; directs the preparation and distribution of candidate and voter information materials; directs ROV outreach and education activities;
- Manages the activities of subordinate staff who supervise the functional sections within the office of the ROV. This includes:
 - * Candidate Services: issuance, acceptance and certification of petitions, resolutions, papers related to candidates running for public office and their campaign finance statement filings, sample ballot book preparation and mailing
 - * Precinct Operations: recruitment, replacement, training and payroll for all poll workers and Election Day field workers; selection and survey of polling places, including compliance with all accessibility requirements; student poll worker program; precinct supplies and delivery
 - * Voting Systems: Official ballot construction, layout, ballot order, voting equipment testing and configuration, ballot counting and scanning, canvass of the votes, recounts;

TYPICAL DUTIES (continued)

- * Vote by Mail: coordination with the USPS and other vendors related to printing and mailing ballots, envelope design, mail sorter machine, preparation of ballots for scanning, ballot duplication, signature checking and clearance of challenged ballots, staff training
- * Voter Registration: Conditional Voter Registration, VoteCal (statewide system of record), voter file clean-up and cancelation of ineligible voters, data entry staff training
- * GIS: maintenance of accurate precinct records, district assignments, street index, maps and spatial analysis, precinct reconfiguration and modifications

MINIMUM QUALIFICATIONS

NOTE: Supplemental Questions must be turned in with employment application.

Education: Graduation from an accredited four-year college or university with a major in public or business administration, political science, social or behavioral science, or a closely-related field.

Experience: Three years of responsible managerial, fiscal, personnel, or administrative analytical experience that included at least two years preparing for and administering elections.

Substitution #1: A Master's Degree from an accredited college or university in public or business administration, political science, social or behavioral science, or a closely-related field may be substituted for one year of non-elections experience.

Substitution #2: Additional qualifying experience performing responsible managerial, fiscal, personnel, or administrative analytical work may be substituted for the above-required education on a year-for-year basis, to a maximum of two years.

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COMPENSATION PACKAGE

Annual Salary: \$76,440-\$92,928

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- 1937 Act retirement plan with reciprocity with CALPERS
- 457 Deferred Compensation Plan, with 1% County match
- 125 Flex Benefits Plan
- 12 days sick leave annually with unlimited accumulation
- 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- 10 holidays per year

For further information regarding benefits, please access the County's benefits website at:
www.sigov.org/departments/hr/benefits

APPLICATION & SELECTION

Completed application package, which must include Employment Application and Supplemental Questions, is to be submitted to:

San Joaquin County Human Resources
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

OR

online at www.sigov.org/departments/hr

Final Filing Date: September 1, 2017

All applications will be reviewed with qualified candidates being invited to participate in an oral examination. Top scoring candidates will be referred to the department for a selection interview.

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SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.**

1. Have you graduated from an accredited four year college or university with a major in public or business administration, political science, social or behavioral science or a closely related field?
_____ Yes _____ No

If yes, please provide the name of the college/university and the major you received your degree.

2. Do you possess three years of responsible managerial, fiscal, personnel or administrative analytical experience that includes at least two years preparing for and administering elections?
_____ Yes _____ No

If yes, please provide a detailed description of the specific job duties and your role in preparing for and administering elections.

3. Describe your supervisory experience. Please include the number of employees you supervised.
4. Describe your experience recommending and implementing new policies and procedures in an elections environment.