



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Chief Deputy Registrar of Voters

An Equal Opportunity Employer

SALARY

\$54.41 - \$66.14 Hourly \$4,367.70 - \$5,309.31 Biweekly \$9,463.35 - \$11,503.51 Monthly
\$113,560.20 - \$138,042.12 Annually

OPENING DATE: 12/10/18

CLOSING DATE: 01/08/19

THE POSITION

Sonoma County's Clerk-Recorder-Assessor-Registrar of Voter's Office seeks an experienced, collaborative leader to be the next Chief Deputy Registrar of Voters!

Starting Salary up to \$66.14/hour (\$138,042/year) plus a cash allowance of approximately \$600/month*

Working at the County of Sonoma offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing you're working to better our communities. You can also look forward to excellent benefits* including:

- An annual Staff Development/Wellness Benefit allowance up to \$1,500 and ongoing education/training opportunities
- Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- May be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment
- Retirement fully integrated with Social Security
- Eligibility for a salary increase after 1,040 hours (6 months when working full-time) for good work performance; eligibility for a salary increase for good performance every year thereafter, until reaching the top of the salary range

When you join the County of Sonoma, you'll also have the freedom to explore the beauty of our county; with its picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities. Please visit www.sonomacountyconnections.org and www.santarosachamber.com for additional information about the community.

The Chief Deputy Registrar of Voters oversees a team of 14 positions including administrative support and management staff. This individual works closely with staff to manage budget and human resource needs, chairs the Voter Accessibility Advisory Committee, and maintains strong collaborative relationships with partner agencies and vendors. During election preparation, the office hires up to 50 extra-help office staff to assist with workload, and coordinates training and placement for up to 1,000 volunteers to work in polling places. The Chief Deputy Registrar of Voters actively participates with staff to complete key elections tasks such as selecting polling places, designing/publishing voter materials and mailings, conducting official canvass audits, and overseeing regular evaluations of elections operations to identify, prioritize, and implement improvements as part of an annual program improvement plan. When potential or unexpected problems arise, the Chief Deputy Registrar of Voters ensures problem-solving and troubleshooting efforts produce solutions that are feasible, efficient, and compliant with current

law. In addition, the Chief Deputy Registrar of Voters is the primary contact for local municipal, school, and special districts as well as voters and candidates seeking information on election law and procedure.

The Chief Deputy Registrar of Voters plans, directs, manages, coordinates, and supervises the operations of the Registrar of Voters, a division of the Clerk-Recorder-Assessor Office. The Chief Deputy Registrar of Voters' is responsible for:

- Representing the Division before official bodies
- Managing and directing budget preparation, personnel, administrative, and technical functions of the Division
- Responding to media and voter questions and concerns
- Administering voter outreach and education programs
- Acting in the absence of the Registrar of Voters as needed

The Chief Deputy Registrar of Voters stays abreast of proposed state and federal legislation, anticipates policy trends, and identifies strategies and develops plans to integrate new laws and regulations into existing procedures. Policy direction is provided by the elected Clerk-Recorder-Assessor/Registrar of Voters, with significant discretion left to the Chief Deputy Registrar of Voters to interpret and apply that direction.

NOTE: Registrar of Voters Office staff are required to work a considerable amount of mandatory overtime during peak workload election periods. Consequently, the incumbent's presence is required to provide direct and continuous oversight of operations during mandatory overtime periods.

The Ideal Candidate

The Chief Deputy Registrar of Voters will be a collaborative leader who can develop and maintain positive relationships with a wide range of stakeholders, agencies, and vendors, including voters, news media, boards and commissions, state and federal legislative bodies, the Elections Legislative committee, and the Secretary of State. This individual will have the adaptability to shift from micro-level oversight, training and direct supervision of staff activity, to macro-level oversight that involves anticipating and developing policy that assures compliance with state and federal regulations and laws in order to effectively maintain confidentiality of information and protect the integrity of the elections process. The most successful candidate will also possess:

- Thorough knowledge of California Elections
- Substantial experience evaluating and/or establishing policies and procedures to ensure efficiency of operations and compliance with current law
- Strategic planning skills to lead through significant change and promote a culture of inclusion, learning, and excellence
- Extensive experience leading and motivating successful teams in a public sector environment
- An in-depth understanding of County governmental operations, policies, and procedures
- Strong ethics and a high level of integrity

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*Salary is negotiable within the established range. Benefits described herein do not represent a contract and may be changed without notice.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education, training and experience which would likely provide the required knowledge and abilities. Normally, this would include academic coursework in law, business or public administration, legal documents, office management, supervision, research and analysis, organizational theory, conflict resolution, problem solving, personnel management and communications, or other related training and four years of experience in preparing and conducting a variety of elections and managing voter registration rolls, and/or office management including two years in a supervisory capacity. A Bachelor's Degree in Business or Public Administration, or a related field is preferred.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California to perform the essential job functions of the position may be required for some positions in this classification.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: the California statutes pertaining to the functions of the County Registrar of Voters; the legal responsibilities, functions, and procedures of the County Registrar of Voters Division, including applicable laws, rules, procedures, court cases, regulations, and ordinances that affect the preparation and conduct of elections and the Registration of Voters.

Considerable knowledge of: the modern principles, practices, and methods of effective office management and supervision; legal responsibilities, functions, and procedures of a Registrar of Voters; applicable provisions of the California Elections, Government and Education Codes, and related laws and ordinances which apply to the Registrar of Voters Division.

Working knowledge of: the principles and practices related to effective public budget administration, program management, and public human resources; principles and practices related to data processing methods and procedures that relate to the elections process, including proficiency with software applications; English grammar, vocabulary, spelling, punctuation, and composition; and basic arithmetic.

Ability to: independently initiate, plan, organize, and effectively carry out assignments and resolve issues related to personnel, budget, and general management matters; operate within budgetary limits, meet fixed or fluctuating deadlines, and achieve work objectives; plan, organize, direct, and supervise the work of supervisory, technical, and office support employees including the development of corrective action plans; understand, interpret and apply a wide variety of rules, regulations, and ordinances, federal, state, and local legislation related to functions of the Registrar of Voters; direct the maintenance of legal records and documents; maintain confidentiality of information; prepare written reports, summaries, manuals, statistical reports, and correspondence in a clear and concise manner and make arithmetic computations rapidly and accurately; speak effectively before groups, organizations, and the news media while representing the County Registrar of Voters Division; operate electronic information systems equipment and analyze and interpret electronic information systems data; develop and maintain harmonious relationships with the public, staff, and other agencies.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application. Be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

This selection procedure will consist of the following examinations:

1. Your application and responses to the supplemental questionnaire will be reviewed for possession of the minimum qualifications, and to evaluate coursework, training, experience, knowledge and abilities which relate to this position. This process will determine your score and rank on the employment list. Applicants must attain a minimum passing score of at least 70% on the Application and Supplemental Questionnaire Appraisal Examination to be placed on the employment list.
2. Candidates that place in ranks 1-3 will be referred to an initial selection interview by a panel. The initial selection interview is anticipated to take place late **January 2019**.
3. Candidates identified as best meeting the needs of the organization will be invited to a final selection interview with the Clerk-Recorder-Assessor-Registrar of Voter's Office is anticipated to take place mid **February 2019**.

Reference interviews and a background investigation will then be conducted on one or more finalists prior to a final selection. An offer is expected to be made in early **March 2019**.

IMPORTANT NOTES

Due to the selection procedure listed above, it is important that you make every attempt to clearly describe your qualifications for this position. We recommend that you list all employers and positions held within at least the last 10 years in the work history section of your application and to include history beyond 10 years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. In addition, be sure to respond thoroughly and clearly to the supplemental questions at the end of this job bulletin. The information you provide in your application and supplemental material will determine your score and rank on the employment list.

Resumes can be submitted or inserted into the online application; however they will not be accepted in lieu of a fully completed job application and supplemental question responses.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

For questions about this recruitment, please contact Susan Toka at (707) 565-3473 or Susan.Toka@sonoma-county.org.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/12-0057-O
CHIEF DEPUTY REGISTRAR OF VOTERS
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Chief Deputy Registrar of Voters Supplemental Questionnaire

* 1. How did you first learn about this opportunity?

- CalJobs
- CareerBuilder
- Careers in Government
- College or University
- Craigslist
- Employee of Sonoma County
- Facebook
- Glassdoor
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- La Voz
- Latino Service Providers
- Los Cien
- Minority Organization or Group
- Monster
- National Association of Counties (NACo)
- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Veterans Services Office
- Women's Organization or Group
- Other Internet Site
- Other Publication

* 2. Please describe how you meet the minimum qualifications for this position.

* 3. Please describe your experience leading a major elections-related project or operation. Detail your role, the planning process, how you determined and incorporated staff/stakeholder participation, anticipated and minimized challenges, and the outcomes.

* 4. Please describe your experience building collaborative relationships with stakeholders and various community organizations. Specify your role and responsibility in building and fostering these relationships.

* 5. Please describe a challenging situation where the media brought forward public concerns related to errors in a process. Detail the situation, the steps you took to address the concern, and the outcome.

* 6. Please describe your experience supervising staff. Specify the number of staff, types of positions you supervised, and the scope of your responsibilities.

* Required Question