



Deputy Registrar of Voters

Recruitment # 18-167080-02

\$94,682 - \$115,086

Annual Salary



Recruitment is opened
until filled and may
close at any time

Apply at:

www.jobsatsolanocounty.com

Department of Human Resources
675 Texas St, Suite 1800
Fairfield, CA 94533

www.solanocounty.com

For information contact:
Melaniece Lovejoy
Human Resources Analyst
Phone: (707) 784-7830



SOLANO COUNTY MISSION

*“To serve the people and to provide a safe and healthy place to live, learn,
work and play”*

CORE VALUES

INTEGRITY

Be ethical and fair

DIGNITY

Treat all persons with respect

EXCELLENCE

Provide quality, integrated, sustainable and innovative public services

ACCOUNTABILITY

Take ownership, be fiscally responsible and results driven

LEADERSHIP

Be personally responsible and a positive example for others

THE COUNTY

Solano County is a special place, with its inviting mix of rural and suburban lifestyles and easy access to all of the urban amenities associated with two of the nation's most dynamic metropolitan regions.

Solano County is a growing community that reaps the benefits of its ideal location for those who live and work here. The blend of agriculture, corporate business and pleasant lifestyle enhance the attraction of Solano County. The County limits residential and commercial development outside of cities, thus preserving almost 80% of the land for open space or agricultural uses. Blessed with a thriving agricultural economy, the County is also home to biotechnology and other growth industries.

With its strategic location, affordable housing, natural and human resources, history of responsible land use planning, and attractive quality of life, Solano County is entering the 21st Century with a promising future as a place to live, learn, work and play.

THE DEPARTMENT

The Solano County Registrar of Voters Office is part of the Department of Information Technology. The mission of the Registrar of Voters Office is to ensure federal, state and local elections are conducted timely, responsibly, and with the highest level of professional election standards, accountability, security and integrity, intended to earn and maintain public confidence in the electoral process.

Departmental Functions

- ◆ Conduct fair and impartial federal, state, local and school elections
- ◆ Register voters and maintain registration records
- ◆ Develop instructional materials and administer candidate nominations
- ◆ Ensure the timely filing of campaign disclosure statements
- ◆ Act as Filing Officer for statements of economic interest
- ◆ Procure polling places
- ◆ Develop curriculum and train hundreds of poll workers
- ◆ Provide outreach services for voter registration
- ◆ File and verify state and local initiative, referendum and recall petitions
- ◆ Provide voter registration and election information to candidates and campaigns
- ◆ Maintain precinct and district maps
- ◆ Canvass and certify the result of all elections

THE POSITION

The Deputy Registrar of Voters assists with managing the operations of the County's Registrar of Voters (ROV) Office in the Department of Information Technology, through the supervision of subordinate supervisory, professional, technical and support staff. The Deputy Registrar of Voters helps administer all elections in the County, is a member of the Department's management team, and participates in the development and implementation of the Divisions policies, procedures and initiatives.

Deputy Registrar of Voters

THE IDEAL CANDIDATE

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

California Elections and Governmental codes and other codes as they pertain to conducting elections and the registration of voters which demonstrates the ability to read, interpret and apply codes to a process; The principles and practices of supervision, leadership, motivation, team building, conflict resolution, and training; Organizational effectiveness and operations management; Principles and practices of budgeting, costs analysis, and fiscal management; Advanced computers skills in a Microsoft Windows environment to include Word, Excel, Access and PowerPoint; The County's election processes and procedures; Operating balloting machines; Office processes, procedures and technology as applied to the election process; Geographic information systems such as ArcMap and/or Maptitude and web design software.

Ability to:

Plan, organize and administer election services; Understand, interpret and explain laws, regulations and policies governing election program operations; Comply with laws, regulation and professional practices governing election program services and operations; Establish time tables and coordinate activities to meet deadlines required by various election codes; Direct the work of others engaged in election activities; Formulate, promote and implement a variety of election programs; Recognize and respect limit of authority and responsibility; Interpret political and administrative direction and incorporate into operational policy and procedures; Plan, coordinate and initiate actions necessary to implement policy and administrative decisions; Develop and implement operational procedures; Understand program objectives in relation to departmental goals and procedures; Identify and analyze administrative problems and implement operational changes; Prepare budgets, funding proposals and narrative and statistical reports; Understand and analyze expenditure reports; Plan, organize, assign, supervise and evaluate work of subordinate staff and temporary workers; secure cooperation and teamwork among professional and/or support staff; determine and evaluate levels of achievement and performance; and interviewing, hiring and training of staff; Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments; Establish and maintain cooperative working relationships; Demonstrate tact and diplomacy; Research regulations, procedures and/or technical reference materials; collect and analyze gathered information to establish/identify needs, evaluate program effectiveness, etc.; draw logical conclusions; and make appropriate recommendations; Make decisions and independent judgments; Maintain accurate records and document actions taken; Prepare clear and concise reports; Maintain confidentiality of information; Determine the appropriate course of action in emergency or stressful situations.

QUALIFICATION GUIDELINES

REQUIRED EDUCATION AND/OR EXPERIENCE (official or unofficial transcripts may be submitted)

Either: Four (4) years of supervisory or above experience in preparing for and administering elections AND a Bachelor's degree from an accredited college or university in Business Administration, Government, History, Public Administration, Political Science or closely related field.

Or: Six (6) years of supervisory or above experience in preparing for and administering elections AND completion of 60 semester units or 90 quarter units of coursework from an accredited college or university with coursework in Business Administration, Government, History, Public Administration, Political Science, or a closely related field.

Note: Completion of the California Association of Clerks and Election Officials' California Professional Election Administration Course or The Election Center's Certified Elections/Registration Administrator (CERA) program, may be substituted for one year of the required experience in either of the above two patterns.

BENEFITS

- ◆ **Longevity Plan:** 2.5% increase after completion of 10, 15, 20, 25, 30 and 35 years of continuous full-time service. Eligible employees may use their previous CA City and/or County experience towards longevity with the County
- ◆ **Retirement:** Public Employees' Retirement System (CalPERS) 2.0% @ 62
- ◆ **Insurance Coverage:** Choice of CalPERS health plans with the County making substantial contributions for employees and their dependents
- ◆ Dental & Vision for employees & their eligible dependents
- ◆ County Paid Life Insurance— 1.5 times basic yearly earnings (max of \$350,000)
- ◆ Voluntary Employee Paid
- ◆ Supplemental Life Insurance
- ◆ County Paid Long-term
- ◆ Disability Plan
- ◆ **Holidays and Vacations:** 12 holidays/year and 20 days of vacation/year
- ◆ **Administrative Leave:** 80 hours per fiscal year
- ◆ **Sick Leave:** 12 days/year
- ◆ 457 Deferred Compensation
- ◆ Retirement Health Savings Account
- ◆ Flexible Spending Account

Recruitment is open until filled and may close at any time.

To apply, visit our website at or scan the QR Code below.



SELECTION PROCESS

Based on the information provided in the application documents, the most qualified applicants will be invited to participate in the recruitment examination process. At that time, the County may request additional documentation to evaluate qualifications prior to extending an invitation to interview for the position. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the selection process may consist of an application screening, written and/or practical exam, oral interview or any combination. Candidates will need to successfully pass a background check prior to employment. Information contained herein does not constitute either an expressed or implied contract. These provisions are subject to change.

Each applicant must submit the following:

1. Submit online application
2. Provide a copy of college degree or college transcripts

Application should provide a detailed employment history that includes month and year of entry and departure for all positions with relevant job experience. Required education verification, copies of degree or transcripts, can be attached to the online application or submitted via email to recruitment@solanocount.com.



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