



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

Elections Manager

An Equal Opportunity Employer

SALARY

\$40.50 - \$49.23 Hourly \$3,251.09 - \$3,951.88 Biweekly \$7,044.03 - \$8,562.41 Monthly
\$84,528.36 - \$102,748.92 Annually

OPENING DATE: 07/16/18

CLOSING DATE: 08/05/18

THE POSITION

The Registrar of Voters is seeking a talented management professional to become the next County of Sonoma Elections Manager!

Starting Salary up to \$49.23/hour (\$102,748.92/year) plus an additional 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 that 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, 13 holidays 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
- Retirement fully integrated with Social Security
- Eligibility for a 5% salary increase after 1040 hours (6 months when working full-time) for good work performance; eligibility for a 5% salary increase for good performance every year thereafter, until reaching the top of the salary range

The Elections Manager is responsible for supporting the daily operations and activities of the Registrar of Voters Office, including the development, coordination, and evaluation of division operations and programs. The Elections Manager uses considerable independent judgment and discretion in the supervision of staff, the prioritization and coordination of mandates, goals, objectives, and the delegation of administrative responsibilities in addition to being responsible for:

- Analyzing, managing, and coordinating projects such as legal and technological changes
- Managing ballot production and distribution
- Preparing and conducting trainings
- Drafting, reviewing, and updating procedural manuals
- Assisting in preparation of the division's budget
- Developing professional relationships with public officials, and community groups and agencies

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

The ideal candidate will be a forward thinking individual with:

- Significant experience managing complex personnel matters and supervising staff

- Strong leadership skills to motivate staff and create a positive and productive work environment
- The ability to analyze complex systems/issues and make policy recommendations
- Demonstrated experience leading quality assurance and quality improvement activities related to monitoring and evaluating systems
- A proven track record managing multiple, complex tasks simultaneously
- Excellent written and verbal communication skills
- The ability to understand, interpret, apply, and implement rules, regulations, and the election code

The Registrar of Voters

The Registrar of Voters Office, a division of the County Clerk-Recorder-Assessor's Department, performs a wide range of election-related duties and other public services that increase citizen participation and education. It is the mission of the Sonoma County Registrar of Voters Office to:

- Provide the highest level of service to the voters of Sonoma County
- Eliminate barriers to participation in the democratic process
- Educate youth as to the importance of the democratic process
- Provide assistance to candidates, proponents, and opponents of ballot measures and political jurisdictions in a fair and unbiased manner

Please visit the [Registrar of Voters website](#) for more information.

The Civil Service title for this position is Program Development Manager.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: Any combination of education and training which would provide the opportunity to acquire the knowledge and abilities listed. Normally, significant college level coursework in social work, gerontology, public administration, business administration, economics, psychology, sociology, or a closely related area would provide this opportunity. A minimum of a Bachelor's Degree and in some cases a Master's Degree in a field related to the assigned division is highly desirable and may be required for some positions.

Experience: Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, four years experience providing various social, employment, counseling, or related services, including at least two years in a supervisory, planning or administrative capacity would provide such opportunity.

Specific experience related to the assigned program may be required for designated positions.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment, to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: the legislation and laws which regulate the operations of assigned human services or child support programs and activities; techniques, principles and work of the assigned division; the principles and practices of program planning and evaluation, needs assessment, and research methodology; the principles and practices of grant preparation and review; contract development and monitoring practices and standards; community resources and service agencies, including both private and other public agencies; social and economic problems which call for the use of public and private county services; principles and practices of casework methodologies; the principles and practices of public economic assistance and services programs; modern methods of human services administration; the principles and

practices of personnel management, employee supervision, and training; budgeting and financial analysis including governmental sources of funding.

Ability to: plan, organize, coordinate, and manage the program operations, development and planning functions within assigned program(s); develop, monitor, and ensure maintenance of reasonable performance standards; select, train, and supervise staff; develop, analyze, and monitor the planning, RFP and contracting process; develop and manage community relations and support activities for assigned programs; develop, evaluate, and analyze operational policies and procedures; analyze problems and complaints and identify solutions; prepare, interpret and evaluate a variety of narrative and statistical data and reports; communicate orally and in writing on a variety of issues; understand, interpret and apply procedures, laws, rules and regulations as they apply to assigned area; ensure proper compliance with federal, state and local guidelines, policies, goals, rules and regulations; develop and maintain harmonious relationships with employees, public officials, community groups, other agencies and the general public.

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 and should 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 hiring process, including the application process, examination steps, and department selection process.

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.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

Department Interviews are tentatively scheduled for late August 2018.

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.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: ST
HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

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

EXAM #18/07-3084-O

ELECTIONS MANAGER

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Elections Manager Supplemental Questionnaire

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

- Alliance for Innovation
- Association of Bay Area Governments (ABAG)
- California State Association of Counties (CSAC)
- CalJobs
- CareerBuilder
- Careersingovernment.com
- College or University
- Craigslist
- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- La Voz
- Latino Service Providers
- Los Cien
- Monster
- National Election Center
- 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 your experience planning, organizing, coordinating, and managing programs, projects, operations, and/or services. Highlight any work experience related to public elections, if any.

- * 3. Please describe your experience supervising and/or managing staff. Include the number and type of staff supervised and/or managed (e.g. clerical, professional), and describe your role and related responsibilities (i.e. hiring, training and development, and performance management).

- * 4. Please describe an experience in which you analyzed a complex issue, system, or process which resulted in your submission of a policy recommendation to management. Detail the recommendation(s) you made, any changes that were implemented, and the outcome of your recommendation.

- * 5. Please describe your experience developing professional relationships with public officials, community groups, other agencies, and/or the general public.

- * Required Question



COUNTY OF SONOMA BENEFITS: MANAGEMENT*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual and additional management leave annually; 11 holidays per year and generous sick leave accruals.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution toward the premium of approximately \$500 per month.

Cash Allowance: A cash allowance of approximately \$600 per month, in addition to monthly salary.

Retirement: Defined benefit plan fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details for management employees can be found under the Salary Resolution at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or 707-565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.