

SACRAMENTO  
COUNTY



**Registrar of Voters**



## THE COMMUNITY

Sacramento County covers 984 square miles and is home to the California state capital, 1.5 million residents and seven incorporated cities: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento. The population of Sacramento County's unincorporated area is approximately 588,000.

Residents in Sacramento County have a variety of recreational, dining and entertainment options to choose from. The County is home to more than 15,000 acres of parks, plus the 23-mile American River Parkway, where more than five million visitors enjoy the unique wildlife and recreation area annually. Fishing, boating and rafting opportunities are available to water enthusiasts, and picnic sites, golfing, guided natural and historic tours are steps away from the multi-use trail. With its close vicinity to local agriculture, County residents also have an extraordinary selection of local food, wine and beer.

Sacramento County is one of the most affordable home-buying metropolitan areas in the state, and has a skilled workforce, high graduation rates and college-educated residents. The County is a leader in the 21st century economy with growing advanced manufacturing, agriculture and food, clean energy technology, information and communications technology and life sciences.

## COUNTY GOVERNMENT

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments. The four agencies within the County, which report to the County Executive and Assistant County Executive, are Administrative Services, Municipal Services, Public Works and Infrastructure, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services include the Airport System, Animal Care and Regulation, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.





The County's total operating budget for 2018-19 is \$4.29 billion, and there are more than 12,200 full-time employees.

## THE DEPARTMENT

The Voter Registration and Elections Department, as part of the Administrative Services Agency and reporting to the Deputy County Executive, is responsible for registering County voters, maintaining voter files, and for conducting Federal, State, County, and City elections within Sacramento County. The office also administers the local provisions of campaign reporting and financing as well as monitoring and analyzing the impact of legislation on the election process.

The Voter Registration and Elections Department is currently organized into five divisions: Administration, Campaign Services, Precinct Operations, Registration and Outreach, and Vote By Mail and Voting Systems and Technology. The Fiscal Year 2018-19 Budget is \$12.5 million. The department currently has 34 full-time permanent employees.

## THE POSITION

The Registrar of Voters establishes the duties and responsibilities of the Voter Registration and Elections Department and functions as the appointing authority of the department.

Through subordinate managers and supervisors, the Registrar of Voters is responsible for developing and managing the goals, objectives, and policies of the department. The Registrar of Voters is also responsible for advising and assisting the officials of the County agencies, departments, boards, and commissions with respect to matters assigned to the department.

## THE IDEAL CANDIDATE

The County of Sacramento is seeking a dynamic individual with an extensive background in election services as well as a proven ability to establish and maintain collaborative, professional relationships with external and internal agency officials and elections staff. Ideal candidates are hands-on, strategic managers who have proven leadership ability to effectively manage an established team to achieve set goals.

The County is looking for a self-driven and enthusiastic leader with solid experience as Director of Elections. The Director must be personable and approachable and work well with individuals at all levels of the organization. Ideal candidates are experienced leaders who can hold staff accountable while promoting teamwork and cultivating an environment of mutual respect. Successful candidates will exemplify personal integrity and dedication to public service as well as to the integrity of the elections process. Additionally, successful candidates will have exceptional interpersonal and communication skills.

The Registrar of Voters will be a non-partisan, self-directed and result-oriented leader with extensive experience



managing elections processes. Highly qualified candidates will have extensive, in-depth management experience working with local agencies on consolidated elections and coordinating external elections officials to broadcast and roll out new major law requirements.

Highly qualified candidates will possess a Bachelor's degree or higher from an accredited college or university in business administration, public administration, political science, or a closely related field. Additionally, highly qualified candidates will possess a professional certification from Certified Public Official, the statewide certification of California Professional Election Administrator Certification (CalPEAC), and Election Administration Option (CPO) or the national Certified Elections/Registration Administrator (CERA).

## COMPENSATION

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is \$138,928 - \$153,171 annually, which is dependent on qualifications and includes a 3.35% management incentive. The attractive benefits program includes:

**Retirement** – The County's Retirement plan is provided by the County Retirement Act of 1937 and is managed

by the Sacramento County Employees' Retirement System (SCERS) Board of Retirement.

**Auto Allowance** – \$450 per month.

**Medical Insurance** – Choice of HMO and High Deductible Health Plans (HDHP), to include Kaiser, Sutter, and Western Health Advantage.

**Deferred Compensation** – A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b) Deferred Compensation Plan up to 1% of the monthly gross salary into a 401(a) plan as long as the contributions to the 457(b) are at least 1% of gross salary continuously throughout the year.

**Life Insurance** – \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to purchase up to \$600,000 in additional life insurance coverage.

**Holidays** – 13.5 paid holidays per year.

**Vacation** – Two to five weeks (based upon length of service) of paid vacation.

**Sick Leave** – 15 days per year.

**Flexible Spending Accounts** – Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.

**Other Benefits** – The County contributes \$25.00 per pay period into a Retiree Health Savings Plan.

## THE APPLICATION PROCESS

If you are interested in pursuing this unique and exceptional career opportunity, please submit your resume, a cover letter, and three professional references via email to [MabraC@saccounty.net](mailto:MabraC@saccounty.net).

This recruitment will remain open until filled. The first filing review deadline is **Friday, July 20, 2018**.

Following the initial and each subsequent filing deadline, submittals will be screened according to the qualifications outlined above. The most qualified candidates will be invited to participate in a series of one or more hiring interviews. References will be contacted only following candidate approval.

If you have questions and for additional information about this position, please contact Candice Mabra, Senior Personnel Analyst, via phone at 916/874-1681 or via email at [MabraC@saccounty.net](mailto:MabraC@saccounty.net).

