

ButteCounty

CALIFORNIA



INVITES YOUR INTEREST IN THE POSITION OF

ASSISTANT COUNTY CLERK-REGISTRAR OF VOTERS

Application Submission by: March 15, 2019

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View our Pinterest Boards,
www.pinterest.com/buttecounty, and see
what each local community has to offer.



View a video about Butte County on YouTube
www.youtube.com/watch?v=u8wVvgfY83E.

Butte County

Butte County is a landscape where the fertile valley floor meets the recreation-rich Sierra Nevada. Within it, warm and friendly towns that feel like home beckon you to explore the unexpected in a corner of Northern California all its own.

The County is home to five incorporated towns or cities: Biggs, Chico, Gridley, Oroville and Paradise. We would love to offer you a tour of the area. You can also explore online at www.ExploreButteCounty.com.

Highlights

Nationally renowned for its supreme bass fishing, *Bassmaster Magazine* called Lake Oroville the “best bass fishing spot in California.” In addition to both largemouth and smallmouth bass, the lake is also home to Chinook salmon, catfish, mackinaw, sturgeon, white crappie, rainbow and brown trout. The lake is open year-round and contains 167 miles of shoreline, providing plenty of secluded coves and beaches for swimmers, snorkelers and picnickers, as well as adventurous boaters and fishermen to explore. The reservoir is also home to incredible house boating, waterskiing, paddle boarding and kayaking. Explore the upper arm of the reservoir to catch a view of 410-foot Feather Falls.



Butte County is home to California State University, Chico; Bidwell Park, one of the largest municipal parks in the nation; and Sierra Nevada Brewery. Butte County embodies a combination of urban and rural assets that make it a wonderful place to live, work and play. Additional offerings include year-round farmer’s markets and diverse artistic communities.



Table Mountain just above Oroville the County’s seat, serves up a jaw-dropping spring wildflower bloom, breathtaking waterfalls, and a chance to hike through a truly unique natural area. Formed by ancient lava flows, the underlying basalt rock holds water, resulting in stunning vernal pools and dramatic waterfalls like ephemeral, but spectacular, Phantom Falls. Grab a kite, a picnic basket or a water bottle and some hiking shoes and plan to spend a day at Table Mountain.



About the County Clerk-Recorder Department

The Department consists of the County Clerk-Recorder Division, Elections Division, Passport Services Division, and Archives Division, and has 24 full time allocated positions. The County Clerk-Recorder is an elected county official who serves at the pleasure of the voters.

The County Clerk-Recorder is dedicated to the oversight of the County's election process, recording legal and real property documents, and preserving, protecting, and providing access to Butte County records. In addition, the department is a passport application acceptance facility that is responsible for intake and verification of passport applications for submittal. The department provides excellent customer service in a responsive, conscientious and uniform manner with the highest degree of professionalism to internal and external



The Position

The Assistant County Clerk-Registrar of Voters directs, plans, manages, and coordinates the staff and operations of the Elections Division. This single incumbent position is responsible for the management, technical and operational functions of the Elections Division and reports to the County Clerk-Recorder Registrar of Voters.

The Ideal Candidate

The ideal candidate will be a collaborative leader with demonstrated professional experience in the public sector at the management level; including substantial supervisory experience. The new Assistant County Clerk-Registrar of Voters will possess a strong work ethic, unquestionable integrity, solid interpersonal skills and extensive knowledge of California Elections. The most successful candidate will possess the ability to delegate, set performance standards and resolve problems with creative solutions. The candidate best suited for this position will also have strategic planning skills to lead staff through significant change while promoting a culture of inclusion, learning and excellence.

Typical Duties

- Assists the County Clerk-Recorder in planning, organizing, staffing, directing and coordinating operations of the Elections Division; conducts analytical studies of organizational, budgetary and administrative issues; evaluates workflow and organizational effectiveness; recommends improvements in policies and procedures.
- Directs, plans, organizes, trains and supervises staff and operations engaged in the conducting/canvassing of elections and voter registration activities including precinct boundary management, elections and political reform act filings; ballot processing and tabulation; election supply/equipment inventory management and technical and general assignments.
- Develops, prepares and administers the division budget; monitors and oversees budgetary expenditures and revenues to meet financial objectives of division; assists in estimating, preparing and reviewing election cost billing to various jurisdictions and evaluating state mandated reimbursement claims..

Education & Experience

Bachelor's degree in Business Administration, Public Administration, Law, Business Law or related field and Five (5) years administrative elections experience, preferably in California; including at least three (3) years supervisory experience.

Certification as a California Professional Election Administrator (CalPEAC) or Certified Elections Registration Administrator (CERA) preferred.

Compensation & Benefits

**The salary range for the position is
\$96,720.00—\$129,625.60 annually
depending on experience and qualifications**

Relocation Assistance

Is negotiable if the selected candidate is not from the Butte County area.

Retirement Plan

2% @ 55 for classic PERS members; 2% @ 62 for new PERS members.

Vacation and Other Leave

Vacation is based on years of service beginning at 15 days per year. 11 paid holidays per year. 12 days of sick leave per year. 10 days of administrative leave per year.

Health, Dental and Vision Insurance

These are provided to the employee and dependents with costs being shared by the County and employee. Click [HERE](#) to view rates.

Life Insurance

The County covers \$25,000 in life insurance with additional coverage available for purchase by the employee at minimal cost.

Car/Cell Phone Allowance

\$250/Month, County issued cell phone or \$70/Month allowance.

Application & Selection

If you are interested in this excellent career opportunity please apply online by visiting www.buttecounty.net/humanresources.

After the closing date all applications will be reviewed and those that meet the minimum qualifications for the position will be considered in the next step of the process.

Recruitment Dates:

February 21 — March 15, 2019

Butte County is an Equal Opportunity Employer

Please visit our website at www.buttecounty.net/humanresources for more information or call Human Resources at 530.552.3552.

