



County of Riverside



invites your interest in the position of

Chief Deputy Registrar of Voters (Two Positions)

Recruitment Services Provided by Ralph Andersen & Associates



The Opportunity

The County of Riverside is recruiting nationally for two individuals to serve as an experienced, flexible, detail oriented, and hard-working Chief Deputy Registrar of Voters. The two positions will be responsible for either Election Officers/Operations or Voter/Candidate Services. Both positions have approximately 13 full-time employees. The ideal candidates will be progressive, results driven professionals who enjoy working in a fast paced and complex environment.

Riverside County

Whether it is a stroll through the quaint boutiques of historic downtown Riverside, an afternoon in Temecula's wine country, or a round of golf on a world-class course in Palm Springs, Riverside County has something for everyone. Even the weather is wonderful, with rainy days few and far between. All in all, Riverside County is a great place to live, work, and play.

With more than two million residents, Riverside County is the tenth most populous county in the U.S. and the fourth most populous county in California. The County spans 7,208 square miles and contains 28 cities. Combined with a reasonable cost of living, Riverside County's multi-faceted environment of rolling hills, lakes, rivers, deserts, and forests have made it one of the nation's fastest-growing counties for more than a decade. Riverside County is conveniently located within a short drive to Southern California's many cultural events, theme parks, and tourist attractions, which makes it an excellent alternative to the more costly and congested neighboring counties. The County's housing market continues to be among the most affordable in Southern California. Higher education facilities abound throughout the area, providing continuous educational opportunities for professional development.

Guided by a strategic vision created to provide and enhance needed services over the next two decades, the County is progressive and proactive. Riverside County government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the progressive community it serves. The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of

the County government. They are elected by district, on a non-partisan basis, to four-year staggered terms. The Board appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments. The County's core business includes law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. Riverside County has over 28,246 employees across over 40 departments and agencies. The 2019/2020 adopted budget is \$6.1 billion in appropriations for the County.

The Registrar of Voters Office

The Riverside County Registrar of Voters Office is supported by an annual budget of approximately \$15 million and 37 staff who work collectively and in partnership with planning, organizing, and directing the conduct of all Primary, General, and Special elections. The mission of the Office is to ensure the electoral process is conducted professionally, consistently demonstrating neutrality and non-partisan decision-making, based upon a thorough knowledge of and compliance with all election laws by administering them, responsively, and with integrity on behalf of the residents of Riverside County. The Registrar of Voters reports directly to the CEO of Riverside County and is responsible for registering county voters, maintaining voter files, and for conducting Federal, State, County, and local elections within Riverside County. The office also administers the local provisions of campaign financing, as well as monitoring and analyzing the impact of legislation on the election process. The Registrar of Voters Office is organized into three divisions: Election Officers/Operations, RCIT, and Voter/Candidate Services.



The Position

The Chief Deputy Registrar of Voters positions are both at-will appointed by, reporting to, and receiving overall policy guidance from the Registrar of Voters via the Assistant Registrar of Voters. Both positions oversee 13 full-time staff and are responsible for assisting with planning, organizing and directing the conduct of all Primary, General, and Special elections; implementing policy as it is determined by the Registrar of Voters; acting for the Registrar of Voters when assigned; and performing other related duties as required.

Duties and responsibilities of the position include, but may not be limited to:

- Assist in evaluating the elections organization, including required personnel utilization, work methods, and procedures;
- Provide recommendations to improve operations and assist in the development of plans to accomplish the efficient, accurate, and timely completion of elections;
- Assist in the planning, coordination, and conduct of Primary, General, and Special elections;
- Direct the preparation and maintenance of records related to voting activities including registration of eligible voters, Registration Affidavits, recapitulation and summary data, election precinct, jurisdictional and district boundary lines, and vote-by-mail and candidate's services;
- Review and interpret statutes, ordinances, and other regulatory requirements to assure compliance and determine impact on the operations of the department;
- Supervise, train, and evaluate the work of section supervisors;
- Coordinate with the certified State printer and through subordinate staff to ensure quality, delivery, inspection, accuracy, and testing of official ballots;
- Direct and oversee the selection, instruction, and operations of election precinct officers and polling places;
- Direct the verification and filing of all electronic campaign statements and reports for position offices, initiative referendums, and petitions;

- Coordinate with Department management, and through subordinate staff, ensure the timely electronic submission of election materials and the delivery of election materials to the polling locations;
- Respond to written and oral inquiries concerning voters and election results;
- Analyze and project elections needs in staffing, equipment, supplies, and services;
- Monitor elections events;
- Direct and maintain responsibility for all procedures in the completion of official canvasses; and
- Assist in the preparation of the Department's budget.

The Ideal Candidate

Riverside County is looking for self-driven and enthusiastic leaders with solid experience in either election officers' operations or voter/candidate services experience. The Chief Deputy Registrars must be personable and approachable and work well with individuals at all levels of the organization. Ideal candidates must be 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 election process. Additionally, successful candidates will have exceptional interpersonal and communication skills.

The ideal candidates will be dynamic individuals with a solid background in election services as well as proven ability to establish and maintain collaborative, professional relationships with external and internal agency officials and elections staff. Ideal candidates will be highly flexible and adaptable, with dedication and commitment to the Office's mission and must have an extraordinary work ethic due to the rigors and demand during an election cycle. Successful candidates will be hands-on, strategic managers who have proven leadership ability to effectively manage a team to achieve goals. The Chief Deputy Registrar of Voters will be non-partisan, self-directed, and result driven leaders with extensive experience managing election processes.



In summary, candidates must enjoy and thrive in a fast-paced and robust environment and address day-to-day operations with a personal style that embraces a collaborative approach to decision-making and problem-solving.

Minimum Qualifications

Education: Graduation from an accredited college or university with a bachelor’s degree in public or business administration, or a closely related field to the assignment. (Additional qualifying experience may substitute for the required education on the basis of one year of full-time experience for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of the required education.)

Experience: This position requires three years of full-time managerial, administrative, or supervisory experience in a governmental agency, preferably with at least one year in the administering of voter registration and election activities, at the municipal, county level, or above.

California experience is a definite plus although all highly qualified candidates on a national level will be given full consideration.

Compensation and Benefits

The annual salary range for the Chief Deputy Registrar of Voters positions is from \$83,128 to \$134,064 annually.

In addition to a competitive salary, the County offers an excellent benefits package including:

- **Medical/Dental Insurance:** A flex benefit is provided in the amount of \$823 monthly. Vision coverage is provided through Vision Service Plan at no cost to employee or eligible dependents.
- **Post-Retirement Medical Contribution:** \$256 per month is available for retirees’ health insurance through the County.
- **Retirement:** The County offers CalPERS Retirement for Classic Members (2%@60) and New Members (2%@62).
- **Deferred Compensation:** Two voluntary deferred compensation 457(b) plans are available.
- **Supplemental Retirement:** County contribution of \$50 per pay period towards 401(a) plan.

- **Annual Leave**
- **Holidays:** 12 paid holidays per year.
- **Bereavement Leave**
- **Long-Term Disability and Life Insurance**

To Be Considered

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. The first review of resumes will take place on **Monday, October 7, 2019**. This position is open until filled; however, **candidates are encouraged to apply early in the process for optimal consideration**. This recruitment may close at any time once a strong pool of candidates is received.

To be considered, candidates must submit a compelling cover letter, comprehensive resume, and six professional references via email to apply@ralphandersen.com.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Employment history, degrees obtained, and other certifications/accomplishments will also be verified.

Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcomed.



Riverside County is an equal opportunity employer.