

Monterey County is an Equal Opportunity Employer and a Drug-Free Workplace



The County of Monterey

Invites your interest for the position of

ELECTIONS PROGRAM MANAGER-BILINGUAL **\$5,149 - \$7,028 per month**

FINAL FILING DATE: June 19, 2019
Exam #:19/14M80/06CC

Summary of Position

The Monterey County Elections Department is recruiting for a qualified individual to join their team. Under general direction, the incumbent plans, organizes, directs and controls the activities and staff of one or more countywide programs of the Registrar of Voters Office; and performs highly complex, analytical staff duties and projects. In addition, the incumbent must be able to act as the hands-on sole contributor in carrying out functions of a program area. The incumbent is critical to the successful administration of the Monterey County Elections Programs and must be available to work a flexible work schedule with hours that may extend beyond a typical work day and may include weekend work during peak election seasons. **The Elections Program Manager is required to have the ability to communicate ideas and information effectively, both orally and in writing in English and Spanish.**

The Eligible List established by this recruitment may be used to fill current and future vacancies on a regular full-time, part-time, or temporary basis.

Paramount Duties:

- Plan, organize, and direct one or more programs of the Registrar of Voters Office, including Precinct Services, Voter Registration, Bilingual and other Outreach Programs, Candidate and Campaign Services, and Vote by Mail;
- Determine objectives in light of established goals, develops strategies to achieve objectives, and establishes priorities;
- Under direction, formulate and implement policies, plans, and procedures, defines personnel and other resource needs, and allocates them as required to carry out the functions and to reach the objectives of the program;
- Select and hire temporary program staff, ensures their orientation, training and development, and direct and evaluate their work;
- Recommend and implement disciplinary, counseling and/or separation activities for program staff as necessary;
- Act as sole contributor in carrying out duties which may include data entry and maintenance, warehouse operations, supply inventory and distribution, Americans with Disabilities Act compliance, building surveys, and training or public speaking.
- Operate various technology-based systems and equipment including computers and components, assistive voting technology, and mail sorting and processing system.

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- Implement, control, monitor, and evaluate the assigned programs of the Registrar of Voters Office to ensure that they comply with the provisions of all applicable laws, regulations, and requirements governing the conduct of elections and the provision of related services.
- Reads, understands, interprets and applies legal updates and changes to legal mandates, laws, codes and requirements.
- Conducts complex policy, systems, methods, and procedures studies and analysis pertinent to the legal obligations and administrative objectives of the Registrar of Voters Office.
- Documents, reviews and updates procedures for internal and public consumption.
- Documents activities particular to each election, including program details particular to each election for mandated retention periods and historical purposes.

Thorough knowledge of:

- Principles of organization, administration, fiscal, time management and program management, particularly as it applies to government agencies;
- Techniques of organizing and motivating groups and individuals;
- Principles and practices of employee supervision, training, development, evaluation, and discipline;
- Methods of administrative and analytical problem solving;
- Administrative survey techniques; analytical principles and techniques;
- Effective customer service practices; and
- Communicate ideas and information effectively, both orally and in writing in English and Spanish.

Working knowledge of:

- Electronic data processing equipment and other technology used in election management systems and election activities, such as databases and electronic voting systems.

Skill and Ability to:

- Plan, organize, and evaluate the functions and activities of assigned programs of the Registrar of Voters Office; work under the pressure of constant deadlines, with multiple priorities;
- Communicate ideas and information effectively, both orally and in writing;
- Plan and assign workloads clearly and effectively;
- Adhere to legal and/or mandated deadlines and time tables;
- Manage difficult and/or demanding customers;
- Recognize and resolve problems; develop and recommend effective courses of action;
- Establish and maintain the program's objectives, priorities, and policies; and
- Understand, analyze, and interpret the United States Constitution, the State of California Constitution, and the California Elections, Government, Education, and other related Codes, regulations, and requirements governing the conduct of elections and the provision of related services.

Examples of Experience/Education/Training:

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

- Any combination of education, training or experience equivalent to six (6) years of office management and supervisory experience which demonstrates the ability to plan, assign, train and evaluate the work of others, two years of which should be direct supervisory experience in an elections department or related field. Education at an accredited college or university may be substituted for experience on a year-for-year basis up to a maximum of four years; or

- Two (2) years of experience in a position equivalent to Monterey County's Election Services Specialist II classification.

Required Conditions of Employment

- Possess and maintain a valid California Class C Driver License;
- Be willing and able to work an irregular schedule, including periodic extended hours and seasonal overtime weekdays and weekends;
- Pass a background check;
- Ability to lift 30-50 pounds, such as file boxes and voting machines.

Physical and Sensory Requirements:

The physical and sensory abilities required for this classification include:

- Mobility, flexibility, gross body coordination, and dexterity sufficient to work in a typical office environment;
- Ability to sit and/or stand for long periods of time (meeting/event attendance, car trips or in office);
- Acute vision, visual color discrimination, hearing, voice, smell, and sense of touch typical for an office environment;
- Ability to speak clearly and with the volume required to carry on clear conversations in person, over the phone and at public events;
- Ability to walk over uneven terrain when visiting remote sites;
- Ability to work in adverse weather, such as at voter registration events, or on polling days/nights; and
- Ability to lift 30-50 pounds, such as file boxes and voting machines

Visit the Monterey County website to view the complete Job Description:

<http://www.co.monterey.ca.us/personnel/specifications.asp>

BENEFITS:

Monterey County offers an excellent benefits package. To view the "X" Unit benefit summary please visit our website. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution or Memorandum of Understanding (MOU) prevail over this listing.

NOTES:

As a condition of employment, prospective employees will be required to submit to a background review which may include a review of information concerning present and/or prior employment, driving record, and record of criminal conviction. Employees must have and show their Social Security Card on the first day of work. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.; a list of acceptable documents is available on the USCIS Form I-9. If you are hired into this classification in a temporary position, your rate of pay will be hourly, and you will not be eligible for the benefits listed in the summary. If you believe you possess a disability that would require test accommodation, please call the Human Resources Analyst at (831) 755-5162.

APPLICATION & SELECTION PROCEDURES

Apply On-line!

Our Website: <http://agency.governmentjobs.com/montereycounty>

Applications may be obtained from and submitted to:

Monterey County Human Resources Department
Attn: Channelle Ceralde, Associate Personnel Analyst
168 W. Alisal Street, 3rd Floor – Human Resources, Salinas, CA 93901
Email: ceraldec@co.monterey.ca.us
Phone: (831) 755-5162 Fax: (831) 757-5792

The selection process is tentative, and applicants will be notified if changes are made. The competitive selection process includes submittal of required application materials. A complete application packet will include:

- A completed County of Monterey Employment Application
- Responses to all of the Supplemental Questions

Final Filing Deadline: Wednesday, June 19, 2019

Applicants who fail to provide all required materials by the application filing deadline will not be considered. Resumes, cover letters, letters of interest, and other correspondence will not be accepted as a substitute for required application materials. All required application materials will be competitively evaluated. Those applicants that are determined to be the most appropriately qualified will be invited to participate further in the selection process. To assess applicants' possession of required qualifications, the process may include an oral examination, pre-exam exercises, performance exam, and/or written examination.

EQUAL OPPORTUNITY

Monterey County is a drug-free work place and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County provides reasonable accommodations for the disabled. If you believe you possess a disability that would require test accommodation, please call the Human Resources Analyst at (831) 755-5162.

Monterey County
SUPPLEMENTAL QUESTIONS
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If you are not applying on-line:

Please number your responses on a separate piece of paper. Include your name and the title of the position for which you are applying at the top of the page.

1. Responses to these Supplemental Questions must be submitted with your application materials. Applications received without a Supplemental Question Response will not be considered. A resume, cover letter, application, etc. will not be accepted as a substitute for a response to this question. Failure to provide a complete response to this question will eliminate you from further consideration. **Your response to the questions is an integral part of the selection process.**

I have read and understand the supplemental questions instructions.

2. Describe your experience, education or training that demonstrates your thorough knowledge of this program management position. Please include in your response any experience you may have managing multiple programs in a public agency; fully describing the type of program(s) that you have managed, your role, and your level of responsibility and authority.
3. Describe your experience that demonstrates your knowledge and ability to prepare presentations and communicate ideas and information effectively, both orally and in writing. Include information regarding the target audience and the type of information prepared and presented.
4. Describe your experience that demonstrates your ability to easily move from managing operations to completing duties as a hands-on, sole contributor (supply inventory, warehouse operations, data maintenance, operating technology-based systems and equipment etc.).
5. Describe your experience with providing customer service to a challenging or difficult customer.