Election Processing Supervisor directs, and supervises the activities of sections within the Registrar of Voters – Voter Services Division. This election responsibilities include but are not limited to planning, scheduling and coordinating activities related to vote-by-mail ballots, sample ballots, election mail drop-off, voter record and registration, training, election equipment and materials handling. The position is responsible for ensuring the timely and efficient processing of the vote count and ensuring proper implementation of Federal, State and local laws regulating elections.

JOB SUMMARY:

Election Processing Supervisor organizes, directs, and supervises the activities of sections within the Registrar of Voters – Voter Services Division. This position’s responsibilities include but are not limited to planning, scheduling, and coordinating activities related to vote-by-mail ballots, sample ballots, election mail drop-off, voter record and registration, training, election equipment and materials handling. The position is responsible for ensuring the timely and efficient processing of the vote count and ensuring proper implementation of Federal, State, and local laws regulating elections.

MINIMUM QUALIFICATION

1. Three (3) years of supervisory experience including two (2) years of supervisory experience in an electronic office of the State of California OR
2. An associate’s degree from an accredited U.S. college or university, or a certified foreign studies equivalency in public or business administration or a related field, AND, one (1) year of supervisory experience in an Election.

Note: Qualifying supervisory experience includes supervision over permanent or temporary full time, part time, seasonal employees or volunteers.

EVALUATION

Qualification Applicants will be placed on a twelve (12) month employment list based on scores received during the evaluation of information submitted in the employment and supplemental application forms.

Please ensure all the information is complete and accurate as the responses you provide on the supplemental application questionnaire will be reviewed by an automated evaluation system. If you are successful in the initial screening process, your application will be reviewed individually to confirm that the information you provided is accurate and qualifying.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

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The County of San Diego and its employees embrace the Live Well San Diego vision: a region that is Building Better Health, Living Safely and Thriving. For more information see livewellsd.org.

Minimum Qualifications

1. Do you have three (3) years of supervisory experience including two (2) years of supervisory experience in an Electronic office of the State of California?

2. Do you have an associate’s degree from an accredited U.S. college or university, or a certified foreign studies equivalency in public or business administration or a related field?

3. Do you have three (3) years of supervisory experience?
4. If yes, to question #2 or #3, please provide a detailed description of your full-time experience in meeting the minimum qualifications. In order to receive credit, please answer the question thoroughly. Your work experience MUST be verifiable in the Employment History section of this application. If you do not have such experience, indicate with N/A.

5. Do you have experience supervising special projects or programs?
   - [ ] Yes
   - [ ] No
   - [ ] If yes, to question #5, please describe the project(s)/program(s) that illustrate your experience and include your role, the scope of the project, methodologies used, and outcomes. Note: In order to receive credit, please answer the questions thoroughly. Your work experience MUST be verifiable in the Employment History section of this application. If you do not have such experience, indicate with N/A.

6. Do you have experience collecting, analyzing and interpreting data?
   - [ ] Yes
   - [ ] No
   - [ ] If yes, to question #6, please describe your experience and include the data collected, your role, methodologies used, and outcomes. Note: In order to receive credit, please answer the questions thoroughly. Your work experience MUST be verifiable in the Employment History section of this application. If you do not have such experience, indicate with N/A.

7. Do you have experience in on-going process improvement projects?
   - [ ] Yes
   - [ ] No
   - [ ] If yes, to question #7, please describe your experience. and include an example that illustrate your experience, your role, purpose of the project, methodologies used, and outcomes. Note: In order to receive credit, please answer the questions thoroughly. Your work experience MUST be verifiable in the Employment History section of this application. If you do not have such experience, indicate with N/A.

8. Do you have experience managing, supervising, and/or training a large group of workers in a fast-paced environment?
   - [ ] Yes
   - [ ] No
   - [ ] If you answered “yes” to the question above, please indicate where you first heard about this job opportunity. If this does not apply, please indicate “n/a” below.

9. Do you have experience working with spreadsheets?
   - [ ] Yes
   - [ ] No
   - [ ] If you answered “yes” to the question above, please indicate where you first heard about this job opportunity. If this does not apply, please indicate “n/a” below.

10. How did you first hear about this job opportunity?
    - [ ] Family or Friends
    - [ ] County DAO
    - [ ] County of San Diego Website
    - [ ] County of San Diego Social Media
    - [ ] Diversity-based Organization, Publication or Website
    - [ ] College Career Center
    - [ ] Job Fair
    - [ ] Election Center
    - [ ] California Association of Clerks and Election Officials
    - [ ] LinkedIn
    - [ ] Military or Veterans Outreach
    - [ ] Voice & Viewpoint
    - [ ] Alliance for Africa
    - [ ] MANA DE SAN DIEGO
    - [ ] SCAIR
    - [ ] Other

11. If you answered “other” to the question above, please indicate where you first heard about this job opportunity. If this does not apply, please indicate “n/a” below.

12. Required Question