

**Contra Costa County
(Martinez, CA)**

Assistant County Registrar

Contra Costa County is recruiting for an experienced Assistant County Registrar, with a proven track record, to join our exceptional elections team. This at-will position reports directly to the elected County Clerk-Recorder-Registrar through the Chief Operating Officer and directs the Elections Division's day-to-day operations, under general direction from the elected Department Head and Chief Operating Officer. This position is responsible for managing the processes of registering county voters, maintaining voter precincts and voter files, conducting Federal, State, County, and local elections on behalf of the County's residents. The Assistant Registrar administers local provisions of campaign finance requirements and monitors and analyzes the impact of legislation on the election process. Candidate must be familiar with election law and code; initiative, referendum, and recall petition processes as well as compliance with all election laws and timelines. The Assistant Registrar position handles the administration of the Elections Division, including budget development and adherence, personnel development, supervision, and performance management. The position will ensure that all electoral processes are conducted in a fair and transparent manner, consistently demonstrating integrity, neutrality, and non-partisan decision-making. In addition to a customer service focus, demonstrating, promoting, and developing leadership values and skills are core responsibilities, as department staff are key assets of the organization. The Elections Division operates with a ~\$16 million annual budget, has approximately 30 full-time staff, and can include up to 100 temporary staff and 2,000 volunteers during peak election cycles.

This position requires graduation from an accredited college or university with a bachelor's degree and 5 years of full-time managerial or administrative experience in a governmental agency overseeing elections work. At least 2 years of experience must have included supervisory responsibility. Additional experience of the type described above may be substituted for the required education on a year for year basis, up to a maximum of four years. No substitution for supervisory or administrative experience is permitted. **California experience is a definite plus, although all highly qualified candidates on a national level will be given full consideration.**

The annual salary range for the Assistant County Registrar is from \$120,695 to \$161,743 annually. In addition to a competitive salary, the County offers an excellent benefits package

To be considered, candidates should apply by **October 18, 2021**, by emailing a compelling cover letter and comprehensive resume to apply@ralphandersen.com. Confidential inquiries are welcomed to Heather Renschler, Ralph Andersen & Associates, at (916) 630-4900. Alternatively, a specific date/time can be scheduled in advance by sending an email directly to: scheduling@ralphandersen.com.

Detailed brochure available at www.ralphandersen.com/jobs/assistant-county-registrar-contra-costa-co-ca/.