COUNTY OF MADERA
invites applications for the position of:

Division Director for Election Services (Open Until Filled)

**SALARY:**
$6,733.56 - $8,143.96 Monthly  
$80,802.66 - $97,727.50 Annually

**OPENING DATE:**
07/28/22

**CLOSING DATE:**
Continuous

**POSITION:**

This examination will remain open until the needs of the department are met and is subject to closure without prior notice. Applications will be accepted continuously until otherwise noted and the list will be used to fill current vacancies in this classification.

**DEFINITION**

Under general direction of the Assistant County Clerk-Recorder/Registrar of Voters, directs, plans, organizes, and coordinates multiple functional areas of the Election Services Division of County Clerk-Recorder's Office.

**SUPERVISION EXERCISED**

Exercises direct supervision over supervisory and support staff.

**EXAMPLES OF DUTIES:**

- Plans, organizes, directs, and coordinates the programs, activities, and operations of the County Clerk-Recorders Election Services Division, including voter registration, candidate filing and campaign services, voter education and outreach, vote center operations, vote by mail services, petition and recall services and voting systems and technology.
- Establishes and implements division goals, objectives, policies, and procedures related to election activities and other divisional duties; develops and updates policies and procedures manuals in accordance with applicable laws and regulations; identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
- Plans, prioritizes, directs and oversees the work of staff involved in the maintenance of voter files, precinct management, ballot processing, preparation and analysis of election data, election supply inventory management, copy management and proofing, and candidate filing; develops and conducts complex, integrated work plans, deploys resources and personnel according to work plans for the conduct of elections; plans and manages physical facilities and resources for elections according to rapidly changing needs and resources.
• Directs, manages, and reviews the work plan for assigned division services and activities; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems; ensures work is performed accurately and that timelines are met; ensures compliance with established policies, procedures, and related regulations.
• Ensures that subordinate staff are advised of departmental, County and other policies and procedures and that such policies and procedures are followed; confers with staff of divisions on fiscal, administrative support, personnel and safety issues; understands and is conversant with complex political issues and political strategies; makes decisions on personnel matters including, hiring, performance evaluations, safety and skills training, labor relations and disciplinary actions within the respective division.
• Provides direction on budget requests of subordinate staff; determines recommended level of service needs, and monitors expenditures; participates in, reviews, and controls budget preparation, expenditures, and revenues for assigned division; analyzes and evaluates the effectiveness of existing operations and implements improvements in departmental services; reviews program funding needs and directs and participates in the formulation, preparation, and presentation of the departmental budgets.
• Presents reports and board agenda items to the Board of Supervisors, administrators, staff, and the public; attends local, state, regional and federal conferences, workshops, meetings, and training seminars to maintain expertise in areas of responsibility.
• Demonstrates sensitivity to and understanding of historically disadvantaged voters and participates in professional development activities that increase cultural competencies and enhances voter education and outreach practices within the county.
• Stays current with job related knowledge by attending professional conferences and inservice education programs, as well as by reviewing information obtained from Department memoranda, staff meetings and professional publications to attain and maintain job-related knowledge and skills and determine the impact of developments and changes needed to maintain service excellence.
• Administers, manages, and oversees the use and operation of the Election Management system, Certified Voting System and VoteCal Telecommunication System; configures and reviews user accounts and access; maintains security awareness of the systems including management of access controls and audit logs.

OTHER RELATED DUTIES

• May represent the department on task forces, committees, or projects; represents the department to the public, community organizations, and other government agencies.
• May represent the Assistant County Clerk-Recorder/Registrar of Voters in their absence.
• May be assigned disaster service worker responsibilities as directed.
• Performs other job-related duties as required.

EMPLOYMENT STANDARDS / MINIMUM QUALIFICATIONS:

Knowledge of:

• Principles and practices of election operations, organization, and programs.
• Federal, State and County laws governing elections.
• Laws and regulations governing public access to and use of voter and election related information and records maintained in the County Clerk-Recorder’s Office.
• Statutes governing the conduct of Federal, State and local elections, campaign finance and voter registration.
• Principles and practices of management and organizational theory, including planning, organizational design, business finance, business development, project management, and organizational effectiveness.
• Principles and practices of organizational analysis and management; budget procedures and techniques.
• Principles of effective supervision, training, and performance evaluation.
• Principles and practices of sound business communication including proper English usage, grammar, spelling and punctuation.
• Basic principles and practices of organizational improvement and culture change.
• Safety policies and safe work practices applicable to the work being performed.
• Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.
• Standard office practices and procedures, and the operations of standard office equipment.

Skill to:

• Exercise sound judgment and make appropriate decisions in stressful situations and analyze and adapt to new situations quickly.
• Plan and organize work to meet established timelines and department schedules.
• Utilize word processing, spreadsheets, email, online calendaring, and industry specific programs.
• Perform mathematical calculations.
• Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of procedures.
• Utilize facilities computer systems, mobile devices and equipment.
• Operate a motor vehicle safely.

Ability to:

• Interpret, explain, and apply laws which govern the activities and functions of the Registrar of Voters and County Clerk-Recorder’s office.
• Plan, direct, and supervise the work of others; apply effective leadership and employee supervision principles and practices.
• Develop and maintain cooperative relationships with a wide variety of stakeholders, such as public and private agencies, other governmental organizations, the public, and the media.
• Be politically sensitive to challenges and opportunities related to inter-governmental relationships and potentially competing financial and strategic priorities.
• Maintain accurate records and prepare clear and concise reporting.
• Organize, set priorities, and exercise sound, independent judgment within areas of responsibility.
• Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
• Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
• Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of the public, administrators, and staff.
• Develop and maintain an inclusive work environment that fosters diversity, respect, and engagement.
• Establish and maintain effective working relationships with management, staff, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
• Understand, interpret, and apply provisions of State or Federal Legislation, local rules and regulations pertinent to the administration of programs, services and policies to the Division and Department.
• Communicate effectively, orally and in writing.
• Effectively communicate with individuals for whom English is not a primary language.
Make presentations and present proposals and recommendations clearly, logically, and persuasively to diverse audiences.

- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- Operate a computer and use standard business software.

**Education, Experience and Training:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education/Training:**
Graduation from an accredited college or university with a bachelor's degree in, business administration, public administration, government, or a closely related field.

**Experience:**
Four (4) years of increasingly responsible administrative and/or managerial experience performing professional, supervisory, and/or management work preferably within a California County Clerk/Recorder, and/or Elections department.

**License or Certificate:**
Possession of, or ability to obtain, a valid California driver's license and the ability to maintain insurability under the County's vehicle insurance program.

Possession of, or ability to obtain a California Professional Elections Administration Credential or a Certified Elections Registration Administrator certificate.

**Physical and Psychological Demands**
The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this class, employees will stand and walk for extended periods; walk over rough or uneven surfaces; occasionally push, pull, lift and carry heavy objects weighing up to 25 pounds; bend, stoop and kneel; use manual dexterity to safely operate power equipment; operate motorized equipment and vehicles, including a truck and electric cart to travel to various locations in the county.

**Psychological Demands**
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve basic problems; use basic math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with interruptions; and interact with county staff, other organizations and the public.

**WORKING ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works primarily in an indoor environment with limited exposure to inclement weather during travel to and from assigned work areas. The employee works while wearing personal protection gear and is exposed to fumes from commercial cleaning products, noise from vacuums and other cleaning equipment, toxic or caustic chemicals, biological hazards and loud or prolonged noise from equipment. Work involves situations that may require the
supervision or control of persons who may become physically violent or combative.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work extended hours.

APPLICATION PROCESS:

The application review process will include screening to ensure applications are complete and meet all minimum qualifications. In addition to the application, the applicant is required to complete the Supplemental Questions to further evaluate their education, training and experience relative to the required knowledge and abilities for the position. Applicants must submit answers that are as complete as possible.

Only qualified applicants, who pass the minimum qualifications review, will be invited to the examination process which may be administered by a written examination, oral interview, or any combination of qualifications appraisal determined by the Department of Human Resources to be appropriate. The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have an accommodation request, please indicate such on your application.

Depending upon the number of applicants meeting the minimum qualifications, applicants may be scheduled for the assessment listed below. Passing score is 70% out of 100%.

THE APPRAISAL PANEL WILL BE SCHEDULED ON AN AS-NEEDED BASIS.

To move forward in the application process, you must complete an online application through our website https://www.governmentjobs.com/careers/maderacountyca. All job postings are also included via the TDD phone at 559-675-8970 and the 24-hour job line at 559-675-7697. Please attach a copy of your unofficial transcripts (indicating when degree was awarded) to your application or your application may be considered incomplete. Resumes may be uploaded but cannot be used in place of a completed application.

Those applicants claiming veteran's preference must submit a copy of their DD-214 form along with the application. Candidates who attain ranking on an eligible list and are involuntarily called to active duty may be considered for eligibility reinstatement upon their return.

Placement on Eligible List:
The Civil Service Commission may limit the number of qualified applicants eligible to participate in the examination process. If two or more candidates have the same total final score on an examination, they shall be ranked in order of their scores in that portion of the examination which has the greatest weight. The names of two or more eligibles having final ratings which are identical shall be grouped on the eligible list as tie names with equal rank for certification and appointment purposes.

Candidates who are successful in all phases of the examination process will be placed on an eligible list, in rank order based on a calculation of their total score from the examination process. The eligible list established by this recruitment will be active for a minimum of six (6) months or one (1) year, unless otherwise determined by the Director pursuant to section 6-4 (b) and may be extended for up to an additional year by the Commission.

PRE-EMPLOYMENT MEDICAL REQUIREMENTS:

As a condition of employment with the County of Madera, a candidate must submit to a Tuberculosis (TB) screening, and related follow up testing as necessary. Designated classifications* are also subject to a medical examination, which includes a review of medical history. TB screenings and medical exams are administered by the Madera County Public Health
Department and/or health care professional designated by the County.

Designated classifications required to submit to an employment medical examination generally include those that are physical in nature or as may be required by law. If you have any questions about the pre-employment requirements, please contact the Department of Human Resources at (559) 675-7705 or hr@maderacounty.com.

**ELIGIBILITY FOR EMPLOYMENT:**
You will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.
As a condition of employment, all prospective employees shall be required to be fingerprinted.

**EQUAL EMPLOYMENT OPPORTUNITY**
Madera County does not discriminate on the basis of race, color, religion, sex, gender, gender identity, gender expression, transgender status, national origin, age, disability (physical or mental), medical condition, pregnancy, genetic information, ancestry, marital status, sexual orientation, veteran or military status, political affiliation, or any other basis protected by Federal or State law.

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**Equal Employment Opportunity Employer**

**APPLICATIONS MAY BE FILED ONLINE AT:**
http://www.maderacounty.com

200 W. 4th Street
Madera, CA 93637
559.675.7705

hr@maderacounty.com

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**Division Director for Election Services (Open Until Filled) Supplemental Questionnaire**

* 1. (MQ) Please select the level of education you possess in business administration, public administration, government, or a closely related field:

- Formal or informal education equivalent to the completion of the twelfth grade
- Associate's degree
- Bachelor's degree
- Master's degree or higher

* 2. (MQ) Please select the years of increasingly responsible administrative and/or managerial experience you possess performing professional, supervisory, and/or management work:

- Less than four (4) years of experience.
- Four (4) to less than six (6) years of experience.
- Six (6) to less than eight (8) years of experience.
- Eight (8) or more years of experience.

* 3. (MR) Do you have experience in a California County Clerk/Recorder, and/or Elections department?

- Yes
- No

* 4. (MR) Do you possess a California Professional Elections Administration Credential or a Certified Elections Registration Administrator certificate?

- Yes
Np

* Required Question