



**COUNTY OF SAN DIEGO**  
invites applications for the position of:

## **Elections Manager-21310809**

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<b>SALARY:</b>	\$66,892.80 - \$81,307.20 Annually
<b>OPENING DATE:</b>	09/21/21
<b>CLOSING DATE:</b>	09/30/21 11:59 PM
<b>JOB SUMMARY:</b>	



The San Diego County Registrar of Voters has an opening for Elections Manager.

The Registrar of Voters is committed to conducting voter registration and voting processes with the highest level of professional election standards, accountability, security and integrity; thereby earning and maintaining public confidence in the electoral process. Learn more about the San Diego County Registrar of Voters at [www.sdvote.com](http://www.sdvote.com).

The Elections Manager class is a professional, second level management class responsible for identifying, evaluating, and resolving organizational and administrative challenges or inefficiencies, including recommending changes in policies and procedures and developing methods for implementation. The ideal candidate will have distinguishing characteristics to plan, coordinate, and manage, through subordinate supervisors, the activities of employees engaged in performing election related services of a specialized section within the Precinct Services, Voter Services or Election Services divisions.

The ideal candidate will have demonstrated work experience and knowledge of:

- California Elections Code and all other laws and regulations affecting the administration of elections and the registration of voters
- Principles and practices of management and organizational theory, including planning, organizational design, and business finance
- Processes and procedures related to the administration of elections, including principles and practice of training and supervision
- Data Information Management Systems (DIMS, GIS, Crystal Reports)

- Polling place accessibility guidelines

## Minimum Qualifications

1. A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in public administration, business administration, or a closely related field, AND three years of full time experience in program management and evaluation, and budget development; OR,
2. Seven years of full time elections experience, three years of which must have been at the level of an Election Processing Supervisor in the County of San Diego, or equivalent position in another agency.

**Note:** Experience must have been gained through work in a state, county or city government entity. Education and work experience may be substituted on a year-for-year basis.

Please click [HERE](#) to view the complete job description for Elections Manager.

## Condition of Employment

In accordance with County of San Diego policies and the California Department of Public Health Order dated August 5, 2021, depending on work location, employees must adhere to one of the below requirements:

1. Provide a copy of your COVID-19 Vaccination OR undergo weekly COVID-19 testing and observe all other infection control requirements, including face coverings; OR,
2. All employees that work in healthcare facilities are required to be vaccinated. A requirement of employment is to provide a copy of your COVID-19 Vaccination at time of appointment.  
(In regard to #2 above) Must have either the first dose of a one dose regime or the second dose of a two-dose regime by September 30, 2021\* in accordance with CDPH order dated August 5, 2021.

\*There may be exemptions to the vaccination mandate.

## Evaluation

Qualified applicants will be placed on a **nine (9) month** employment list based on scores received during the evaluation of information contained in their employment application and supplemental application questionnaire. Please ensure all information is complete and accurate, as the responses you provide on the supplemental application questionnaire will be reviewed using 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 an qualified individual with disabilities to perform the essential functions of a job, on a case-by-case basis.

*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. Click here for more information [www.livewellsd.org](http://www.livewellsd.org).*



Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.SanDiegoCounty.gov>

5530 Overland Ave., Suite 210  
San Diego, CA 92123  
(619) 236-2191  
(866) 880-9374

[processunitemail.fgg@sdcounty.ca.gov](mailto:processunitemail.fgg@sdcounty.ca.gov)

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