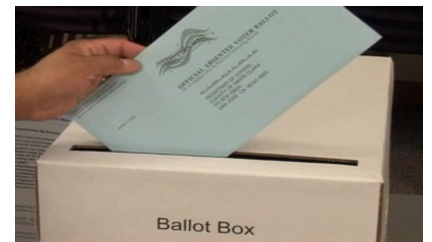


THE COUNTY OF SANTA CLARA

Invites applications for:

ASSISTANT REGISTRAR OF VOTERS



The mission of the Registrar of Voters is to provide quality service with the highest level of integrity, efficiency and accuracy in voter registration and election processes. The Registrar of Voters is the County Elections Official and conducts all Federal, State, County, School District, and Special Elections.

In order to achieve this, our office works with other government entities and advisory committees.



COUNTY OF SANTA CLARA

70 West Hedding Street
San Jose, CA 95110
www.sccgov.org

An Executive Management Career Opportunity

An Equal Opportunity Employer

THE POSITION

The Assistant Registrar of Voters assists the Registrar of Voters (ROV) in planning, organizing, and directing the activities of the County Registrar of Voters Office. This is an executive management position which reports to the Registrar of Voters.

Specifically, the Assistant ROV, oversees the day-to-day operations of the department, which is responsible for the registration of voters, the conduct of elections, and other related activities. In addition, the Assistant Registrar assists in formulating policies and procedures for carrying out the department's goals and objectives; and suggests and implements changes in methods and procedures to improve operations.

The ROV continues to run one of the most successful Vote-by-Mail programs. The number of Permanent Vote-by-Mail voters is currently at 69% of the County's 807,000 registered voters. The ROV offers alternatives to mailing in ballots, delivering them to the Office or to the polls on Election Day. Ballot return locations are set up at city halls and the County Government Center where thousands of ballots have been received. During 2014, three elections were conducted.

Additionally, management responsibilities include: Acts for the ROV in her absence; Assists in the preparation, monitoring and control of the departmental budget; Assists in the analysis of proposed legislation and regulations affecting County election procedures; Assists in the interpretation and implementation of laws, rules, regulations and codes related to voter registration and the conduct of elections; Responds to questions from the public and other agencies concerning initiative, referendum, recall and other election procedures; Supervises the ballot processing operations; Plans and organizes activities related to conducting local and special elections; and Coordinates and oversees voter registration activities in the County.

THE AGENCY



The Office of the Registrar of Voters is under the administrative direction of the Office of the County Executive. The Registrar of Voters is the County Elections Official and conducts all Federal, State, County, School District, and Special District elections. School districts, cities, and special districts reimburse the County in full for election services. Revenues from these sources are approximately \$4.4 million annually. The total fiscal year operating cost of the Office is \$16.1 million. This Department is staffed by 60 full-time permanent positions. During peak workload periods, the staffing more than triples with the hiring of temporary employees.

The Registrar's Office also processes and maintains voter registration records and ensures that all polling places are accessible to voters with special needs. Multi-lingual voting materials are provided in Spanish, Tagalog, Vietnamese and Chinese. Also, multi-lingual oral assistance is provided at the polling places. This Office also receives, files and maintains campaign financial statements; verifies signatures on initiatives, referendums, recall and nominating petitions.

The County's primary voting system uses optical scan ballots. One of the major issues facing the Registrar of Voters Office is the procurement and implementation of a new voting system.

Visit www.sccvote.org for more information on the Office of the Registrar of Voters

THE IDEAL CANDIDATE

A well qualified candidate would typically possess education and experience equivalent to a Bachelor's degree in Business or Public Administration, or a related field and three years recent managerial level experience which involved the supervision of staff, management of function(s) and the performance of analysis. Experience in election management desired.

Knowledge of: 1) Principles and practices of management necessary to plan, organize, direct, manage and evaluate programs, administrative policies, organizational structures, and staff; 2) Principles of governmental organization, administration, and budgeting; 3) The legislative process and the functions and operations of federal, state, and local government; 4) Basic group dynamics and effective group or committee participation and leadership; and 5) Information technology and its uses to enhance business performance and efficiency.

In addition, candidates should have demonstrated ability to: 1) Plan, organize, and direct large, complex, logistical operations involving a large number of personnel and locations; 2) Work under extreme pressure of heavy peak workloads and statutory deadlines; 3) Interpret, explain and enforce the provisions of governing laws and regulations; 4) Analyze new or proposed legislation and evaluate and report on the impact to the department's operations; and 5) Establish and maintain effective working relationships with government officials, the media and the general public.



DESIRABLE CHARACTERISTICS

We are seeking an innovative leader who possesses demonstrated management experience and political acumen. It is crucial that the Assistant Registrar have excellent interpersonal skills and a high level of multi-cultural sensitivity to work effectively with a diverse customer and employee population. Ideally, the Assistant Registrar should possess the ability to effectively convey information and laws (verbally and in written form) to a variety of audiences, including organized citizen groups, politicians, County administration, the general public and staff.

COMPENSATION AND BENEFITS

\$111,956 – \$143,364 Annually, DOE

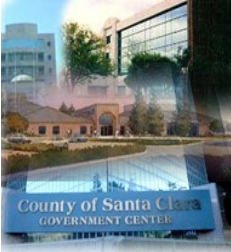
Salary is dependent upon qualifications and cannot exceed the maximum amount listed

The County provides a generous Executive Management benefit package that includes:

- Santa Clara County employees are members of the California Public Employee Retirement System (CalPERS).
- Health Insurance: Kaiser, HealthNet, or Valley Health Plan
- Dental/Vision Insurance: Single and family premiums fully paid
- \$200,000 Double Indemnity Term Life Insurance coverage paid by the County
- Annual Leave: 36 days per fiscal year,
- Annual Leave "Cash-Out" Program
- 12 paid holidays per calendar year
- Administrative Leave: In lieu of personal leave, education leave, bereavement leave, etc.
- Deferred Compensation plan available (ICMA-457)
- Relocation Assistance Available

Note: For new members, salaries above a limitation imposed by federal law (that limit is \$117,020 for 2015): (1) neither the County nor the employee will make contributions to PERS on the portion of salary that exceed the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. For current members, the limit is \$265,000 for 2015

COUNTY GOVERNMENT



Santa Clara County, sometimes referred to as “Silicon Valley,” is unique because of its combination of geographic attractiveness and social diversity. With its numerous natural amenities and one of the highest standards of living in the country, it has long been considered one of the best areas in the United States to live and work. The County’s population of 1.8 million is the largest in northern California, one of the State’s most heterogeneous, rich in ethnic and cultural diversity, and enjoying access to all of the attractions of the San Francisco Bay Area.

There are 15 cities within the County: Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, and Sunnyvale. The elected five-member Board of Supervisors establishes policies to address issues that affect the day-to-day operation of County government and is responsible for an annual operating and capital improvement budget of more than \$3.8 billion. It adopts ordinances that affect the unincorporated communities and oversees the budget. The County operates under a “charter” form of government, which gives the County more responsibility and authority. Under this charter, the Board appoints a County Executive to administer County government.

SUPPLEMENTAL QUESTIONNAIRE

Please answer the following questions and submit your responses your completed application and resume. This information is **REQUIRED**, as it will be used to initially determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to the oral examination.

Resumes will not be accepted in lieu of required supplemental responses

For each relevant position held, provide information that clearly describes functional areas of responsibility:

- 1) The size and type of each organization;
- 2) Your position within each organization and the title of the position to which you report(ed); and
- 3) The number and level of staff managed.

In addition, you are being asked to provide:

- 4) Provide detailed information regarding the breadth of your recent administrative level experience managing election functions or related activities; and
- 5) Provide detailed information regarding the breadth of your experience in procuring and implementing a new voting system; and
- 6) Other relevant information that would demonstrate your qualifications for this position.

The responses to this questionnaire should be limited to 3 - 4 pages.

FILING PERIOD, APPLICATION PROCEDURE AND SELECTION PROCESS

It is anticipated that this recruitment will close on *May 1, 2015*

Issue: March 27, 2015

The filing period may be extended further or close as early as 10 days from issue date if necessary.

All qualified applications will be subject to a preliminary competitive rating to identify those candidates to be invited to the oral interview process. It is *critical* for applicants to submit an application, resume, and responses to the supplemental questionnaire.

If you have any questions please contact Patricia Carrillo, Executive Services at (408) 299-5897

To apply online please go to: www.sccgov.org