



# CONTRA COSTA COUNTY

## HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2<sup>nd</sup> Floor • Martinez, CA 94553  
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929  
[www.cccounty.us/hr](http://www.cccounty.us/hr)

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**FINAL FILING DATE: December 30, 2016**

**ORAL INTERVIEW: To Be Announced**

### **ELECTIONS SERVICES MANAGER**

**Monthly Salary Range: \$6,718 - \$8,166**

**Bargaining Unit: Local 21 - Supervisory Management**

#### **THE POSITION**

Contra Costa County's Clerk-Recorder's office is offering an excellent career opportunity for individuals interested in an Election Services Manager Position for their downtown Martinez location. This management position reports to the Assistant Registrar in the Elections Division of the Clerk-Recorder's Office and acts in the place of the Assistant Registrar during his/her absence. This position is responsible for assisting the Assistant Registrar in planning, organizing and directing the day to day activities of the Elections Division; the development, establishment, implementation and evaluation of County elections policies and procedures according to Election and Government Codes, applicable laws, rules, procedures, court cases, regulations and ordinances that affect the preparation and conduct of elections and registration of voters.

The ideal candidate will possess knowledge and understanding of the election process, cycle and Election law as well as knowledge and understanding of the interrelationships of each unit of the Election Department. This classification will supervise Elections Division administrative, technical and supervisory staff. Strong management and administrative skills are required as the incumbent will have primary responsibility for day-to-day direction and coordination of the Election Division activities. Excellent Interpersonal skills are required, as the incumbent will interface with staff on all levels as well as county officials, news media, and the public.

**The employment list established from this examination may remain in effect for six (6) months.**

#### **MINIMUM QUALIFICATIONS**

**License Required:** Possession of a valid California Motor Vehicle Operator's License. Out of state Motor Vehicle Operator's license will be accepted during the application process.

**Education:** Possession of a Bachelor's Degree from an accredited college or university with a major in business, public administration, or a closely related field.

**Experience:** Three (3) years of full-time, (or the equivalent of full-time), experience performing administrative, budgetary, and personnel, duties; two (2) years must have been performing duties related to elections and at least one (1) year must have been in a supervisory capacity.

**Substitution for Experience:** A Master's degree in business, public administration, or closely related field may substitute for one (1) year of the required experience.

**Substitution for Education:** Possession of the California Professional Election Administrator Credential Program (CalPEAC) credential administered by the California Association of Clerks and Election Officials (CACEO); OR possession of the Certified Elections/Registration Administrator Certification (CERA) certification from the National Elections Center may be substituted for one (1) year of the required education.

Additional qualifying experience of the type described above may be substituted for the required education on a year for year basis, up to a maximum of two (2) years. **No substitution is allowed for the required supervisory experience.**

#### **SELECTION PROCESS**

- 1. Application Filing:** All applicants, including County employees, are to apply on-line at [www.cccounty.us/hr](http://www.cccounty.us/hr), and attach the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. Paper, faxed, or late applications will not be accepted. To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (Weighted 100%)

As part of the application process, an applicant may be required to fill out a Conviction History form. Please note that the Conviction History form should only be submitted when requested.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

**CONTRA COSTA COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**OPEN ONLY: November 21, 2016 TW/cu**

**AN EQUAL OPPORTUNITY EMPLOYER**

**Exam Number: EBSA-2016A**

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.