



San Joaquin County is recruiting for: **Registrar of Voters**

THE POSITION

San Joaquin County is seeking an experienced and dedicated professional to join the senior management team to provide strong leadership and administrative oversight of the Registrar of Voters Office.

This is a Deputy Director, senior management level position which reports directly to the Information Systems Director and is responsible for planning, organizing and directing the work of the Registrar/Elections staff. The Registrar manages all phases of the election process, for elections held within the County in accordance with Federal and State laws, regulations and requirements. Candidates should have an in-depth understanding of the Elections Code and have demonstrated experience in management, supervision, employee development, budgets and activities of an Elections office.

The ideal candidate is expected to provide strategic management of the Registrar of Voters Office and must model strong work ethics and leadership skills, including accountability for oneself and others. He/She must also have the ability to quickly grasp the values and service standards of San Joaquin County and build collaborative working relationships within and outside of the organization.

THE DEPARTMENT

The Registrar of Voters Office is a part of the Information Systems Division and is responsible for conducting fair and impartial Federal, State, local and school elections. Other functions of the Registrar of Voters Office include voter registration, election administration, candidate information and campaign disclosures.

San Joaquin County has approximately 330,000 registered voters and maintains a current staff of 16 full-time positions, with seasonal employees hired for each election.

VISION

Voting **I**nsures **S**trength **I**n **O**ur **N**ation

Through Precision,
With Virtue and Pride,
We Are the Silent Support
of This System.



Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton CA 95202
Phone: (209) 468-3370
Fax: (209) 468-0508



Exempt Recruitment
Announcement:
0117-EB1500-EX

San Joaquin County is an Equal Opportunity Employer



A land of beauty, recreation and natural riches, from the waters of the Delta to the numerous grape vineyards, San Joaquin County has it all.

San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun.

Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

ARTS, CULTURE, AND RECREATION

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports.

Annual family events are attended by thousands of fun-seekers from the County and beyond, held in downtown Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and an historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.

EDUCATION

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, National University and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities.



The county's 17 school districts provide families with a wide choice

for children's educational development.

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Make San Joaquin County your new home. Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.



AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland are dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.





Registrar of Voters

TYPICAL DUTIES

- ◆ Plans, organizes, and directs the work of the Registrar-Elections section staff in all aspects of elections held in the County in accordance with federal and state laws; acts as elections consultant to schools, districts and cities and their attorneys; coordinates procedures with the Secretary of State's Office and the Elections and Reapportionment Committee of the State Legislature.
- ◆ Acts as filing officer for campaign disclosure reports and statements of economic interest under the provisions of the Political Reform Act of 1974 .
- ◆ Plans and manages voter outreach and registration, the processing of registration affidavits, and the maintenance of registration files, including the purging of files following primary and general elections; estimates personnel requirements for varying work projects and trains staff.
- ◆ Plans and manages all phases of the election process, including but not limited to: preparing election calendars and official publications; preparing and ordering official ballots, sample ballot pamphlets, and other elections supplies; recruitment of Election Officers; consolidation of precincts and selection of polling places, issuing and processing of absentee voter ballots; managing election day procedures; establishing required boards for the return, processing and counting of ballots on election nights; canvassing of the vote; and preparation of Statements of Vote.
- ◆ Manages the preparation of Candidates' Handbooks and Election Officers' Instruction Manuals for major elections; manages the filing of campaign disclosure statements and statements of economic interest under Fair Political Practice Commission Regulations; prepares statistical and other reports for Secretary of State and other government agencies.
- ◆ Manages the checking and certification of initiative, referendum, recall, and other petitions.
- ◆ Works with the Information Systems Division of the County Administrator's Office in developing new programs to streamline procedures in response to new Elections Code requirements.
- ◆ Prepares, presents, and administers the Registrar of Voters Office budget; ensures the maintenance of adequate fiscal controls.
- ◆ Attends meetings and conferences as a representative of the County; addresses groups and individuals to inform them regarding the mission of the Registrar-Elections Office.

THE IDEAL CANDIDATE

The ideal candidate will have outstanding general management skills, with a background in elections, fiscal management and performance management. He/She will enjoy the diversity within the Registrar of Voters Office, be able to work with people at all levels within the election process, and will work closely with County Administration, the Division Director, Board of Supervisors and State officials on all Election initiatives and programs.

The selected candidate will be a well rounded leader who motivates staff and supports their professional development. He/She will enthusiastically support the programs of the Registrar of Voters office and advocate for key programs to ensure continuity.

The ideal candidate will possess:

- ◆ Demonstrated leadership skills, proven ability to effectively manage and build consensus among staff
- ◆ Knowledge of the federal and state laws relating to elections, voter rights and Fair Political Practices Commission rules and regulations.
- ◆ High level of integrity and strong sense of ethics
- ◆ Strong analytical skills, sound judgment, and a positive attitude
- ◆ Excellent written and verbal communication skills.
- ◆ The ability to foster a culture of performance.
- ◆ Experience reviewing policies and procedures to ensure efficient operations.



Registrar of Voters

COMPENSATION PACKAGE

Annual Base Salary: \$100,506 - \$122,159

In addition to the base salary, the County offers:

- ◆ Cafeteria Plan in the amount of \$24,023 annually which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary.
- ◆ A 2% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$2,010 to \$2,443)
- ◆ Vacation cash-out up to 8 days annually (valued from \$3,092 to \$3,758)

Potential Cashable Compensation:

	Step 1	Step 5
Annual Base Salary	\$100,506	\$122,159
2% Deferred Comp	\$2,010	\$2,443
Vacation Cash Out - 8 days annually	\$3,092	\$3,758
Cafeteria	\$24,023	\$24,023
Total	\$129,631	\$152,383

- ◆ 1937 Act plan with reciprocity with CalPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 15 days of vacation leave a year (20 days after 10 years. 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days administrative leave per year

www.sjgov.org/department/hr/benefits

RECRUITMENT INCENTIVES*

- ◆ Reimbursement of qualifying moving expenses up to \$2,000
- ◆ Vacation accrual rate consistent with candidate's total years of public service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

**Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.

DESIRABLE QUALIFICATIONS

Possession of a valid California driver's license.

Education: Graduation from an accredited college or university with a major in public administration, business administration, the social sciences, or a closely related field .

Experience: Five years of administrative, supervisory or managerial experience in a California public agency, including or supplemented by experience that would provide familiarity with California Elections Code and election procedures

Substitution: Additional qualifying experience may be substituted for education on a year-for-year basis.

For a complete job description, please visit our web-site at www.sjgov.org/department/hr.

APPLICATION AND SELECTION

Completed application package including the supplemental application must be submitted to the Human Resources Division by the final filing date:

FEBRUARY 17, 2017

Apply Online Today: www.sjgov.org/hr

Or submit your application, supplemental and resume to:

San Joaquin County Human Resources
Attn: Lisa Nebe
44 N. San Joaquin Street Suite 330
Stockton, CA 95202
Tel: 209.468.9553
Fax: 209.468.0508

If warranted by the number of applicants, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in the selection processes.

Final candidates will be interviewed by the Director of Information Systems, with confirmation appointment by the Board of Supervisors

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a drug screening test as well as DOJ Live Scan fingerprinting.



Registrar of Voters

SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These questions will be reviewed by the screening panel in evaluating your qualifications.

1. Provide an overview of your administrative or management level experience in a public agency.
2. Describe your experience that would provide familiarity with California Elections Code and election procedures. Include in your answer relevant laws and regulations associated with managing the program.
3. Describe your budget experience, including the size, complexity of the budget, and level of responsibility.
4. Describe your outreach experience promoting and educating the public/community on election and voter-related programs and services.
5. Describe your experience analyzing regulations or legislation to determine the impact on operations.
6. Describe your experience evaluating staff performance and action taken on disciplinary matters.