

The Election Center

national association of election and voter registration officials

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ALAMEDA COUNTY REGISTRAR OF VOTERS
Announces an employment opportunity for
DEPUTY REGISTRAR OF VOTERS
\$99,028 - \$120,494

*Enriching the lives of Alameda County residents through
visionary policies and accessible, responsive and effective services.*

Final Filing Date: Open until filled.

ABOUT US

Alameda County is one of the largest counties in Northern California, serving a population of over 1.4 million people of the East Bay. The Registrar of Voters is located in downtown Oakland, just a short BART ride from San Francisco and two blocks away from the Lake Merritt Bart Station.

MISSION

The mission of the **Alameda County Registrar of Voters** is to seek better ways to provide services to encourage all eligible residents to exercise their right to vote; conduct elections in a fair, accurate and efficient manner; maintain a continuous professional level of service to the public; and develop new techniques to improve outreach services which acknowledge the diversity of Alameda County.

MANDATES

The **Alameda County Registrar of Voters** is responsible for registering voters and conducting Federal, State, County, special and local elections. The Registrar prepares the published notices of elections and lists of offices for which candidates are to be nominated. It is the Registrar's duty to accept and check the nominating petitions of candidates for office; prepare and print official and sample ballots in English, Spanish and Chinese; mail sample ballots to over 600,000 registered voters; recruit over 4,000 election officers and 1,000 polling places; and provide the roster and street index and other supplies for use by the election officers at the polls.

The Registrar of Voters is also required to establish and revise voting precincts, provide for the tabulation of returns on election night, and conduct the official canvass of votes cast. In addition to elections, the Registrar is required to check the signatures on initiative, referendum and recall petitions. Finally, the Registrar is required to provide outreach services to maintain voter registration at the highest level possible.

THE POSITION

The Registrar of Voters (ROV) is currently looking for a Deputy Registrar of Voter to assist the Registrar in the administration of the Registrar of Voter's Department; to substitute for the Registrar in his/her absence; and to do related work as required.

Under administrative direction, incumbents report to the Registrar of Voters and have primary responsibility for initiating, directing and recommending policy for the planning, management, and

procedural activities of the Voter Registration, Absentee Voting, Candidate Services, Voter Outreach and Mapping Divisions; developing and implementing federal, state and local election policies and programs along with coordinating the administration of regular and special municipal, school and special district elections with local officials.

MINIMUM QUALIFICATIONS

If Alameda County employee:

The equivalent of one year full-time experience in the class of Supervising Registration/Election Technician in the Alameda County classified service; OR

The equivalent of four years full-time experience in the class of Elections Technician or higher classification in the Alameda County Registrar of Voters Office.

If Non-Alameda County employee:

The equivalent of three years full-time paid experience in an Election's Department which included the equivalent of two years full-time experience supervising elections activities and two years performing administrative and budgetary work.

State of California experience preferred.

Knowledge of: Operations and procedures of a public office of registration and elections; principles of governmental organization, administration and budgeting; Federal, State and local government legislation that govern elections processes; management principles and practices to plan organize, direct and evaluate programs, policies and staff; general principles, uses, and limitations of tabulating equipment.

Ability to: Work under pressure while effectively planning, organizing and scheduling activities of the organization to meet critical deadlines; effectively interpret Federal, State and local laws, rules, policies and procedures related to elections; communicate effectively orally and in writing; establish and maintain cooperative relations with governmental officials, media, general public and staff; exercise independent judgment and initiative.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

- Be available to work evenings, weekends, early mornings, and shifts during elections, and as necessary.

APPLICATION AND SELECTION PROCEDURES

Resumes with cover letter may be submitted electronically or mailed to:

Dave Macdonald, Registrar of Voters

Dave.macdonald@acgov.org

Courthouse

1225 Fallon Street, Room G1

Oakland, CA 94621

SELECTION: Resumes and cover letters will be reviewed and evaluated. Those applicants who are determined to be most appropriately qualified will be contacted and invited to participate in an

interview. Applicants will be requested to complete an Alameda County employment application and other pertinent documentation.

ALAMEDA COUNTY EMPLOYMENT BENEFITS
The County offers an excellent benefit package including:

RETIREMENT

The County Retirement Program includes benefits under the provisions of the County Employee's Retirement Law of 1937. Employee contributes a percentage of gross salary based upon entry age into the retirement system; employer more than matches this amount.

HEALTH and DENTAL PLANS

Effective January 1, 2008, Alameda County offers the following health plans:

- Kaiser
- PacifiCare HMO
- PacifiCare PPO
- PacifiCare PPO Spousal
- Blue Cross of CA HMO

Effective January 1, 2008, Alameda County offers the following dental plans:

- Delta Premier
- Delta Premier - Spousal
- DeltaCare PMI

INSURANCES

The following insurances are offered:

- Basic Life - \$25,000
- Supplemental Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Disability and Critical Illness Insurance

PAID LEAVE

- Vacation
 - * Two weeks accrual – up to 4 years of service
 - * Three weeks accrual – 5 to 11 years of service
 - * Four weeks accrual – 12 to 20 years of service
 - * Five weeks accrual – after completion of 20 years of service
- 11 paid holidays
- 4 floating holidays
- 13 days sick leave accrued annually
- 7 Management Paid Leave days

Other Benefits

- Deferred Compensation plan (employee contributes voluntarily)
- Credit Union (direct deposit – voluntarily)
- Flexible Spending Account