



The
County of San Diego
Invites Resumés for
Assistant Registrar of Voters
(Executive Management)
Anticipated Hiring Range is
\$118,189-\$133,605 annually
Depending on Qualifications
Excellent Benefits

Filing Period:
Resumés will be accepted through
April 5, 2013
Equal Opportunity / ADA Employer
Female, Minority and Disabled Candidates
Encouraged to Apply



DEPARTMENT OF REGISTRAR OF VOTERS

The mission of the Department of Registrar of Voters (ROV) is to conduct 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 election process.

The Department of Registrar of Voters is entrusted with providing the means for all eligible citizens of San Diego County to exercise their right to actively participate in the democratic process. The department works to ensure widespread, ongoing opportunities to register and vote in fair and accurate elections for all Federal, State, and local offices and measures. The ROV is also responsible for providing access to the information needed for citizens to engage in the initiative, referendum and recall petition processes.



THE POSITION

This position recently became vacant due to the promotion of the previous incumbent. This executive management position reports directly to the County Registrar of Voters. The Assistant Registrar of Voters serves as the principal assistant to the Registrar of Voters and assists in managing the activities of the department by providing all eligible citizens of San Diego County with the opportunity to register and vote.



KEY RESPONSIBILITIES

- Assists in planning, directing, organizing, coordinating, and evaluating the overall activities of the Registrar of Voters
- Assists in directing the development and implementation of countywide policies and procedures concerning departmental plans and programs
- Assists in directing the preparation of precinct maps using Geographic Information Systems (G.I.S) software
- Negotiates and administers contractual agreements for election services and supplies
- Coordinates departmental services with County departments and public/private agencies
- Assists in maintaining the database of registered voters and other election records
- Assists in reviewing and filing of candidate nomination and financial disclosure statements
- Reviews Federal and State election bills and provides input on needed legislative changes
- Assists in developing the department's annual budget and monitors revenue and expenditure transactions
- Conducts fiscal analysis and prepares cost projections
- Identifies operational problems and formulates appropriate solutions
- Acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities
- Participates in inter-jurisdictional committees and task forces on election bills and activities
- Provides high quality service to County employees, representatives of outside agencies and members of the public

KEY CHALLENGES

Some of the key challenges and opportunities facing the Assistant Registrar of Voters are:

- Election processes and procedures as related to the administration of election affairs
- Federal and State/local laws, codes, regulations, and standards pertinent to election rules and procedures
- Contract negotiation and administration
- Principles and practices of supervision and training
- Principles and theory of public administration including, general administration, human resources management, fiscal management, and accounting
- Policy and procedure development and implementation related to the Registrar of Voters
- County customer service objectives and strategies
- The General Management System (GMS) in principle and practice

IDEAL CANDIDATE

The ideal candidate will have experience in planning and directing State, County and/or Municipal election processes. The individual appointed must have a reputation for administrating the electoral process in a manner that reflects the highest public ethics and personal integrity and for initiating innovative voting services and citizen outreach programs having high public visibility.

Excellent interpersonal communication skills are essential to coordinate activities with the news media, candidates, political parties, advocates and opponents of ballot propositions and public officials contracting elections with the Registrar of Voters. The ability to analyze legislation and to advocate a position on matters affecting the operations of the department will also be evaluated during the selection process. Achieving efficient, timely, quality results by directing efforts on expected outcomes and the provision of exemplary customer service is crucial for a successful election process. Developing the ability of others to perform and contribute to the organization plays a critical role in the success and strategic agility of the department. The ability to manage people, resources, and risk is essential to the effective operation of the department, and mandatory to maintain public confidence.

The ideal candidate will possess a professional history that demonstrates the following experience and leadership competencies:

- Knowledge of Federal and State laws including: Voting Rights Act of 1965, National Voter Registration Act, Help America Vote Act and California Election Code.
- Anticipating election and voter trends both locally and nationally
- Experience in legislative process and bills
- Preparing election reports and analysis
- Experience in implementing non-English language programs
- Knowledge of principles, practices and legal terminology required in the field of election administration and voting systems
- Extensive grasp of training concepts and theory
- Experience in budget formulation and analysis, contract negotiations and administration, government bidding and purchasing
- Network with relevant stakeholders both inside and outside of the organization including elected officials.
- Maintaining a global perspective in all activities and decisions
- Experience in continuous improvement models and analysis exercises





EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in public administration, business management, or a closely related field, **AND** four (4) years of increasingly responsible experience in elections administration. Experience must have included two years of supervisory responsibility.

The successful candidate must also demonstrate familiarity with the County's General Management System (GMS). Information on the GMS can be obtained by clicking on the following link: [County's General Management System \(GMS\)](#).

COMPENSATION

Depending on the qualifications, the appointment is expected to be within the annual range of \$118,189-\$133,605. The compensation plan is performance based and goal oriented.

The executive benefit package:

- The San Diego County Employees Retirement Association (SDCERA) provides a defined benefit pension plan. Permanent employees automatically become members and contribute to their benefit from each biweekly paycheck. The County may pay a portion of the employee's contribution, depending on their tier
- Retirement plan Integrated with OASDI
- Retirement System has reciprocal agreements with many California public agencies, which allow members to maximize benefits
- Fifteen days paid vacation; thirteen days paid sick leave and eleven paid holidays plus 16 hours of floating holidays annually
- Medical, dental and vision insurance plans
- Disability insurance, life insurance and accidental death and dismemberment insurance
- Mileage reimbursement
- Relocation Allowance up to \$10,000 on approval.
- Deferred Compensation Program with 457 and 401 (a) plans
- Flexible Benefit Package - a monthly credit may be used to select benefits from a group of options
- Membership in the San Diego County Credit Union



APPLICATION AND SELECTION PROCEDURE

Candidates are encouraged to apply immediately. Interviews will be scheduled as soon as possible with top competitors. Resumés and cover letters can be submitted online at www.sdcounty.ca.gov/hr. Resumés should include professional certifications and academic degrees, complete employment history (employer name, position titles held, reporting patterns, salary, and dates of service). Also include the size and scope of management responsibility. Direct questions regarding the recruitment to: Joel.Sevilla@sdcounty.ca.gov.

THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to efficiently provide public services that build strong and sustainable communities.

The County is governed by a five-member Board of Supervisors elected to four-year terms in district, nonpartisan elections. There are 18 incorporated cities in the County and a large number of unincorporated communities. County services are provided by five business groups, that are headed by General Managers [Deputy Chief Administrative Officers (DCAOs)], who report to the Chief Administrative Officer (CAO). The various groups are: the Public Safety Group (PSG); the Community Services Group (CSG); the Finance & General Government Group (FG3); the Land Use & Environment Group (LUEG); and the Health & Human Services Agency (HHSA). Within the groups, there are four departments that are headed by elected officials: District Attorney and Sheriff (PSG) and the Assessor/Recorder/County Clerk and Treasurer-Tax Collector (FG3). The Department of Registrar of Voters is one of six departments in the Community Services Group.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Disabled persons may make accommodation arrangements by contacting the Department of Human Resources.

