



*The  
County of San Diego  
Invites Resumes for  
Chief Deputy, Election Services,  
Registrar of Voters*

**(Unclassified Management)**

Anticipated Hiring Range is

\$66,560-\$93,000 annually

Depending on Qualifications

Excellent Benefits

*Filing Period:*

**Open until filled**

**Equal Opportunity / ADA Employer**

**Female, Minority and Disabled Candidates**

**Encouraged to Apply**



## DEPARTMENT OF REGISTRAR OF VOTERS

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 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 POSITION

This is an unclassified management position reporting directly to the ROV or Assistant ROV. The Chief Deputy, ROV is primarily responsible for initiating, directing, and recommending policy for the planning, management and procedural activities of the Election Services Division. This position is responsible for developing and implementing Federal, State and local election policies and programs along with coordinating the administration of elections with local officials. Key service of the Election Services Division is directing poll worker recruitment and training. Logistics and warehouse operations are also in the Election Services Division.



## *Chief Deputy, Election Services, Registrar of Voters (Unclassified Management)*

### **IDEAL CANDIDATE**

The individual appointed must have a reputation for being a visionary, forward thinker, change agent and having experience in a manner that reflects the highest public ethics and personal and integrity. The ideal candidate will have experience in preparing bid packages and monitoring contracting performance with vendors.

The ideal candidate will possess excellent communication and interpersonal skills; the ability to work with a diverse workforce; the ability to motivate employees and uphold morale while implementing the Registrar of Voter's mission. The ideal candidate will also have the ability to analyze legislation and to advocate a position on matters affecting the operations of the division. In addition, the ability to achieve efficient, timely and quality results by directing efforts on expected outcomes and the provision of exemplary customer service. The ideal candidate must have ability to develop others to perform and contribute to the organization, this plays a critical role in the success and strategic agility of the department. The ideal candidate will have ability to manage people, resources and risk as it 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:

- Manage timelines and resources including medium to large population of seasonal and volunteer staff members
- Manage training concepts and theory
- Recognize strengths and weaknesses of paid and volunteer staff and how to best manage them
- Provide analysis, interpretation and methods of compliance for a broad range of Federal, State, and local statutes, laws, regulations and opinions
- Prepare policy statements, directives, bulletins, and procedure manuals for use by staff
- Implement policies and procedures
- Seek opportunities to improve status quo
- Manage persisting over time in the face of obstacles
- Problem solve with creative thought process
- Monitor government bidding and purchasing, contract negotiations and budget formulation and analysis
- Network with relevant stakeholders both inside and outside of the organization including elected officials
- Maintain a global perspective in all activities and decisions
- Lead and manage continuous improvement models and analysis exercises
- Recognize problems of a sensitive or political nature and providing feedback to higher management
- Pursue innovation which results in sustained organizational change

### **KEY RESPONSIBILITIES**

As a member of the leadership team, the Chief Deputy, Registrar of Voters acts as an administrative partner to the Assistant Registrar of Voters to:

- Plan, direct, organize, coordinate and evaluate the overall activities of the division and report to the Registrar or Assistant ROV
- Provide analysis, interpretation, and methods of compliance for a broad range of laws, regulations and opinions related to the conduct of elections
- Prepare and monitor contractual agreements for election services and supplies
- Assist in the coordination of departmental services with County departments and public/private agencies
- Review Federal and State election bills and provides input on needed legislative changes
- Assist in the development of the department's annual budget and staffing requests and justifications
- Conduct fiscal analysis and prepare cost projections
- Identify operational problems and formulates appropriate solutions
- Act as liaison with other public and private agencies and provide information to County departments, the public, and agency representatives on departmental activities
- Participate in inter-jurisdictional committees and task forces on election bills and activities
- Provide 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 Chief Deputy, Registrar of Voters are:

- Election processes and procedures as related to the administration of elections
- Federal, State and local laws, codes, regulations, and standards pertinent to election rules and procedures
- Contract negotiation and administration
- Principles and practices of supervision and training
- Policy and procedure implementation related to the Registrar of Voters
- County customer service objectives and strategies
- The General Management System (GMS) in principle and practice



## Chief Deputy, Election Services, Registrar of Voters (Unclassified Management)

### 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** five (5) years of experience in program management including budget development, supervision, program development and evaluation, and procedure implementation; OR, Nine (9) years of experience in program management including budget development, supervision, program development and evaluation and procedure implementation.

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 \$66,560-\$93,000. 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. Resumes and cover letters can be submitted online at [www.sdcounty.ca.gov/hr](http://www.sdcounty.ca.gov/hr).** Resumes should include professional certifications and academic degrees, complete employment history (employer name, position titles held, reporting patterns, salary, and dates of service). Cover letters should include election administration experience, situational awareness & management abilities and specific examples demonstrating initiative and commitment to your current or past organization. Also include the size and scope of management responsibility. Direct questions regarding the recruitment to: [Joel.Sevilla@sdcounty.ca.gov](mailto: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.

