



**NOVEMBER 2016**  
**FLSA: EXEMPT**  
**Bargaining Unit: UM**  
**JCN: 0152**

## **ASSISTANT REGISTRAR OF VOTERS**

### **DEFINITION**

Under administrative direction, assists in planning, organizing, managing, and providing direction and oversight for all functions and activities of the County Registrar of Voters Division within the County Clerk-Recorder-Registrar of Voters-Veterans Affairs Department, including oversight and compliance with the Help America Vote Act of 2002; acts as the Registrar of Voters in his/her absence; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the County Recorder/Clerk/Registrar of Voters/Director of Veterans Affairs. Exercises direct or general supervision over technical and/or administrative support staff.

### **CLASS CHARACTERISTICS**

This is the assistant department director classification that oversees, directs, and participates in the day-to-day activities and staff in the Registrar of Voters Division; ensuring elections held within the County, consistent with applicable federal and state laws, legislation, and administrative procedures. The incumbent assists in short-and long-term planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other County departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions.

This class is distinguished from the County Recorder/Clerk/Registrar of Voters/Director of Veterans Affairs in that the latter is an elected official accountable for all County elections and related functions.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Provides responsible assistance and support to the County Registrar of Voters with a variety of administrative and management functions as assigned.
- Assists in the development and implementation of goals, objectives, policies, internal controls, procedures, and work standards for the department.
- Assists in managing and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Selects, trains, motivates, and evaluates the work of department personnel, provides direction or coordinates staff training, works with employees to correct deficiencies, and implements discipline and termination procedures as required.
- Plans, manages, and oversees the daily functions, operations, and activities of the technical and administrative support staff in the Election Division.
- Performs cost analysis to ensure the County receives reimbursement for election services performed.

- Participates in the hiring of assigned staff; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary actions and other personnel decisions.
- Trains staff in work procedures, processes, and election code and laws, and provides expert technical assistance to staff, County management, and the public.
- Researches state and federal election laws and regulations and prepares reports regarding their impact upon County election procedures.
- Plans, coordinates, and assists districts within the County in preparing agreements for election services; coordinates and oversees the provisions of these election services with the district.
- Monitors the nomination process; receives and files nomination forms, such as campaign statements, conflict of interest filings, filing fees, and ballot measure arguments; ensures that required signatures are obtained to place the candidate or measure on the ballot.
- Prepares and circulates instructions related to all phases of the nomination and ballot process; provides advice and information to other agencies, candidates, the public, and others regarding the election process.
- Directs the updating of precinct and district maps; monitors and assists with the re-precincting process.
- Prepares election timetables, voting schedules, and workload calendars; prepares election notices and arranges for their publication.
- Ensures coordination of all legal input required for primary, general, and regularly scheduled and special elections.
- Supervises ballot copy, pamphlet copy, and precinct instructions; prepares quotation requests and estimates production costs.
- Assists with the development of final copy, quantity, delivery date, and rate of delivery for ballots and related materials; establishes quantity of ballot cards or paper to be used for each election and arranges for delivery to vendor.
- Provides highly complex staff assistance to the Registrar of Voters; conducts a variety of organizational studies, investigations, and operational studies; develops and reviews reports related to assigned programs, activities, and services.
- Supervises and conducts computerized and hand tallies canvassing election results.
- Maintains records, computes costs, and prepares reports and billings for services.
- Ensures security of division and elections processes.
- Oversees and personally performs a variety of support duties, such as organizing and maintaining working files, preparing correspondence and operating standard office equipment, including a computer.
- Acts as the Registrar of Voters on a relief basis.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of leadership.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of elections procedures, including California Elections Code and laws, automated balloting, and the conduct of local elections.
- Applicable County, state, and federal laws, guidelines, and standards.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration.

- Principles of business.
- Business arithmetic.
- Recordkeeping principles and procedures
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the division and the County.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Plan, organize, administer, and coordinate a variety of elections programs and services.
- Analyze complex technical and administrative elections problems, evaluate alternative solutions, and adopt effective courses of action.
- Perform technical, complex, and detailed election support work.
- Prepare clear and concise reports, correspondence, and other written material.
- Maintain accurate records.
- Read and interpret district and precinct maps.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Bachelor's degree from an accredited four-year college or university in business, public administration, or a closely related field, and five (5) years of responsible elections administration experience, including two (2) year of supervisory experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 30 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work some evenings and weekends on an as-needed basis.