

REGISTRAR OF VOTERS

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under general policy direction, plans, organizes, coordinates, and directs the staff and activities of the County's Elections Department, with primary responsibility for the registration of voters, the holding of elections, and all matters pertaining to elections; administers department policies, goals, and directives; and performs related duties as assigned.

Distinguishing Characteristics:

This class has department head level responsibility for overall policy development, program planning, fiscal management, administration, and operation of the County's Elections Department, including registration of voters, the holding of elections, and all matters pertaining to elections. The incumbent is accountable for developing and implementing department goals, objectives, and work standards in addition to furthering County goals and objectives.

EXAMPLES OF ESSENTIAL FUNCTIONS

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Directs and administers the operations of the department in conformance with the Federal Voting Rights Act, American Disability Act (ADA), Help America Vote Act (HAVA), and other relevant federal and state election laws that regulate and govern voter regulations; primary, special, and general elections; referendums; initiatives; recalls; and campaign disclosures to ensure voting rights are protected and elections operate within legal and operational standards.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards of the department; oversees the preparation and administration of the department's budget; reviews spending plans for conformance with state allocations.
- Directs the selection, supervision, and work evaluation of division personnel; provides for their professional training and development.
- Directs and manages, through staff and volunteers, the operations and activities of the Elections department, including publications, candidates and campaign services, voters services, precinct services, and administrative and computer services to ensure the smooth and efficient conduct of elections.
- Plans, organizes, directs, and evaluates the operations and activities of the Elections Department.
- Directs the issuance and filing of nomination papers; verification of signatures on nominating, initiative, referendum, and recall petitions, and the determination of sufficiency thereof.
- Ensures the establishment of policies and procedures, controls, and reporting systems to meet legal requirements, County policies, goals, and the delivery of required service levels.
- Interprets and implements laws, rules, regulations, and codes related to voter registration and the

conduct of elections.

- Directs the maintenance of precinct boundaries, maps, and precinct guides, conducted through the use of GIS and other systems, reflecting current city, county, district, and legislative boundaries.
- Plans, organizes, coordinates, and directs, through subordinate supervisors, Performs related work as assigned.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education and Experience:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, economics, political science, or a related field; and two (2) years of experience as an elections manager, assistant registrar of voters, or an equivalent position within an elections department in California. Additional relevant management work experience may be substituted for the required education on a year for year basis.

Other Requirements:

- Possession of, or ability to obtain, a valid California driver's license.
- Possession of, or ability to obtain a certificate as a California Registered Election Official.
- Must be available for weekend or after hour meetings.

Knowledge of:

- Principles and practices of elections procedures, including current California Elections Code, Government Code, and laws relating to the conduct of registration and voting procedures of general, primary, and special elections.
- Principles and the application of automated data systems for the management of activities related to registration, vote count, and the election process.
- Applicable county, state, and federal laws, guidelines, and standards.
- Principles and practices of supervision, including work planning, evaluation, and employee training and discipline.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration.
- Correct English usage, including spelling, grammar, and punctuation.
- Principles of business computer applications related to the work.

Ability to:

- Manage the department by planning, directing, supervising, and coordinating a variety of elections programs and services.
- Plan, organize, assign, direct, review, and evaluate the work of assigned staff.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Interpret, analyze, and apply election laws and codes; prepare testimonies and correspondence.
- Read and interpret district and precinct maps.

- Prepare clear and concise reports, correspondence, and other written material.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and County staff.

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, operate a motor vehicle to visit various County and meeting sites; vision to read printed material 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.

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 and with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.