



**NOVEMBER 2018**  
**FLSA: EXEMPT**  
**Bargaining Unit: UD**  
**JCN: 1264**

## **REGISTRAR OF VOTERS**

### **DEFINITION**

Under 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.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the Chief Administrative Officer and/or the Board of Supervisors. Exercises general direction and supervision over all management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

### **CLASS CHARACTERISTICS**

This is an at-will department head position appointed by the Board of Supervisors and, pursuant to County Charter, is evaluated by the Chief Administrative Officer for submittal to the Board of Supervisors. Under a delegation of authority from the Board of Supervisors, this class has the overall responsibility for coordination and direction of the Elections Department. The incumbent is responsible for overall policy development, fiscal management, administration, and operation of the Elections Department. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering County goals and objectives within general policy guidelines.

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

- Develops and administers the operations of the department in conformance with the Federal Voting Rights Act, American Disability Act, Help America Vote Act, and other relevant federal and state elections 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 operation standards.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards and 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 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, 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 duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices including goal setting, budget development and implementation, and employee supervision.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Advanced principles and practices of elections procedures, including the current California Elections Code, Government Code, and laws relating to the conduct of registration and voting procedures of general, primary, and special elections.
- Advanced 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 budget development and administration.
- Principles and practices of contract administration.
- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work 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:**

- Provide professional leadership and direction for the Elections Department.
- Manage the department by planning, directing, supervising, and coordinating a variety of elections programs and services.
- Develop, interpret, and implement goals, objectives, policies, procedures, work standards, and internal controls.
- 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, assign, direct, review, and evaluate the work of assigned staff.
- Read and interpret district and precinct maps.
- Prepare clear and concise reports, correspondence, and other written material.
- Exercise sound independent judgement within general policy guidelines.
- Effectively represent the department and the County in meetings with other 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.*

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, economics, political science, or a closely 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 the State of California.

Additional relevant management work experience may be substituted for the required education on a year-for-year basis.

**Licenses and Certifications:**

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

**PHYISCAL 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 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.

**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**

Must be available for weekend or after hour meetings.