

COUNTY OF SOLANO

Assistant Registrar of Voters

Est. 05/06

DEFINITION

Under general direction, plans, organizes and directs the activities of the Elections Division of the Department of Information Technology in administering all elections in the County, maintaining the voters' registration list and maintaining voter precincts; serves as a member of the department's senior management team.

DISTINGUISHING CHARACTERISTICS

Position reports to the Chief Information Officer and is responsible for planning, directing and participating in the overall operations of the Elections Division, including developing goals and procedures, registration of voters, conducting primary, general and special elections; receiving and verifying nominations and citizen petitions, tabulating and certifying election results to the Secretary of State.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans, organizes and directs the operations of the Elections Division of the Department of Information Technology to ensure the delivery of mandated and other services in compliance with local, state and federal regulations, legislation, codes and policies; the development of goals and policies; the evaluation of operational performance; the review of work methods and division procedures to ensure effective work flow; the review of legislation, regulation and judicial decisions to determine effect on division operations; the implementation of changes in operations and procedures; and the coordination of operations with management team members and representatives of other County departments and political agencies.
2. Supervises the Deputy Registrar of Voters, other direct reports, and others through subordinate supervisors performing supervisory duties such as:
 - Establishing standards for acceptable work products and evaluating performance;
 - Interviewing applicants and making selections;
 - Reviewing, approving and implementing disciplinary actions and terminations;
 - Planning, assigning and scheduling staff's activities and work deadlines;
 - Reviewing work and recognizing employees' work efforts and accomplishments;
 - Providing career development mentoring and recommending training and career development opportunities;
 - Ensuring that employees are properly trained;
 - Reviewing and approving timesheets and requests for leave; and

- Supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
- 3. Prepares the division budget; projects estimated expenditures; prepares invoices to bill other agencies for services provided by the Elections Division; directs and monitors the maintenance of statistics related to costs and administering elections; prepares statements for state mandated reimbursable costs and monitors their receipt.
- 4. Ensures the following activities are completed accurately and on a timely basis: the preparation of the voter registration list; the purging of the voter registration list and of election materials for polling places; the preparation and printing of sample ballots and the establishment of precinct boundary lines and of polling places; the preparation of precinct maps, mailing labels and election abstracts; the receipt and verification of nominations and citizen petitions; the development of accurate and legal district and precinct maps; and the selection and assignment of temporary election workers to polling places.
- 5. Meets with representatives of federal, state and local agencies to achieve common objectives and share information.
- 6. Represents the Department in community outreach efforts by:
 - developing and maintaining collaborative partnerships with community leaders, local, regional, and statewide organizations, non-profit agencies, local businesses, and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Department's goals and services;
 - representing the Department's needs and priorities within these "partnerships";
 - representing the Department in a variety of community outreach activities and public awareness programs;
 - speaking to groups and individuals regarding departmental activities and services; and
 - participating as an active and contributing member of designated community organizations, committees/project teams, and special interest work groups as a representative of the Department.
- 7. Performs other duties of a similar nature or level as assigned.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Either: Four (4) years of second level supervisory and/or management experience in preparing for and administering elections AND a Bachelor's degree from an accredited college or university in Business Administration, Government, History, Public Administration, Political Science or closely related field.

Or: Six (6) years of second level supervisory or management experience in preparing for and administering elections AND completion of 60 semester units or 90 quarter units of coursework from an accredited college or university with coursework in Business Administration, Government, History, Public Administration, Political Science, or a closely related field.

Note: Completion of the California Association of Clerks and Election Officials' California Professional Election Administration Course or The Election Center's Certified Elections/Registration Administrator (CERA) program, may be substituted for one year of the required experience in either of the above two patterns.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- California Elections and Governmental codes and other codes as they pertain to conducting elections and the registration of voters which demonstrates the ability to read, interpret and apply codes to a process.
- The principles and practices of supervision, leadership, motivation, team building, organization, conflict resolution, and training.
- Organizational effectiveness and operations management.
- The principles and practices of budgeting, cost analysis, and fiscal management.
- Advanced computer skills in a Microsoft Windows environment to include Word, Excel, Access and Powerpoint.
- The County's election processes and procedures.
- Operating balloting machines.
- Office processes, procedures and technology as applied to the election process.
- Geographic information systems such as ArcMap and/or Maptitude and web design software.
- Oral communication techniques to include presentations to groups of various sizes and knowledge of subject matter in a positive, inclusive, and motivational manner.

Skills in:

- Operating office equipment including a personal computer, copy and fax machines and printers.
- Supervising, evaluating, training, and developing staff and organizing and managing their work.

Ability to:

- Plan, organize and administer election services.
- Understand, interpret and explain laws, regulations and policies governing election program operations.

- Comply with laws, regulation and professional practices governing election program services and operations.
- Establish time tables and coordinate activities to meet deadlines required by various election codes.
- Direct the work of others engaged in election activities.
- Formulate, promote and implement a variety of election programs.
- Recognize and respect limit of authority and responsibility.
- Interpret political and administrative direction and incorporate into operational policy and procedures.
- Plan, coordinate and initiate actions necessary to implement policy and administrative decisions.
- Develop and implement operational procedures.
- Understand program objectives in relation to departmental goals and procedures.
- Identify and analyze administrative problems and implement operational changes.
- Prepare budgets, funding proposals and narrative and statistical reports.
- Understand and analyze expenditure reports.
- Plan, organize, assign, supervise and evaluate work of subordinate staff and temporary workers; secure cooperation and teamwork among professional and/or support staff; determine and evaluate levels of achievement and performance; and interviewing, hiring and training of staff.
- Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments.
- Establish and maintain cooperative working relationships.
- Demonstrate tact and diplomacy.
- Research regulations, procedures and/or technical reference materials,
- Collect and analyze data to establish/identify needs, evaluate program effectiveness, etc., draw logical conclusions, and make appropriate recommendations.
- Make decisions and independent judgments.
- Maintain accurate records and document actions taken.

- Prepare clear and concise reports.
- Maintain confidentiality of information.
- Determine the appropriate course of action in emergency or stressful situations.

SPECIAL REQUIREMENTS

Possession of a valid Class C California Drivers license is required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents may be required to perform duties which may include lifting objects weighing less than 25 pounds.

Incumbents may be required to work outside normal business hours.



Director of Human Resources

Est. 04/04

Revised: 06/04, 04/13

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