

## COUNTY OF SOLANO

### Deputy Registrar of Voters

Est. 06/11

#### DEFINITION

Provide support to the Assistant Registrar of Voters, for planning, organizing, implementing, coordinating, and evaluating election-related and administrative and fiscal activities in the administration of federal, state, and local elections.

#### DISTINGUISHING CHARACTERISTICS

Position reports to the Assistant Registrar of Voters and is responsible for assisting in the 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. Assists the Assistant Registrar of Voters by planning, organizing and directing the daily operations of the Elections Division of the Department of Information Technology to ensure delivery of mandated and other services in compliance with local, state and federal regulations, legislation, codes and policies; to formulate goals and policies; to evaluate operational performance; to review work methods and division procedures to ensure effective work flow; to review legislation, regulation and judicial decisions to determine effect on division operations; to direct changes in operations and procedures; and to coordinate operations with management team members and representatives of other County departments and political agencies.
2. Supervises Election Coordinators, 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. Exercises management authority for assigned services and activities of the Election Division and performs managerial responsibilities such as:
  - monitoring purchases and expenditures;
  - approving non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
  - providing input to the unit's budget;
  - monitoring goals and objectives of the unit and taking corrective actions as appropriate;
  - recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service; and
  - coordinating and monitoring the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract and by reviewing and approving claims for payments to ensure conformance with contract and to prevent cost overruns.
4. Ensures the accurate preparation of the voter registration list, the purging of the voter registration list and the preparation of election materials for polling places; ensures the consistency and accuracy of formats across ballot types and tests ballots and the balloting processing system to ensure ballots are correctly defined, perfectly read, and results are correctly displayed; sets reconciliation procedures and standards and decides when canvass is complete; coordinates the preparation and printing of sample ballots and directs the establishment of precinct boundary lines and of polling places; the preparation of precinct maps, mailing labels and election abstracts; receives and verifies nominations and citizen petitions; manages the development of legal and accurate district and precinct maps; and assigns temporary election workers to polling places.
5. Performs other duties of a similar nature or level as assigned.

## **QUALIFICATION GUIDELINES**

### **EDUCATION AND/OR EXPERIENCE**

**Either:** Four (4) years of supervisory or above 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 supervisory or above 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, conflict resolution, and training.
- Organizational effectiveness and operations management.
- Principles and practices of budgeting, costs analysis, and fiscal management..
- Advanced computers 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.

### **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.
- Representing the office in meetings with representatives from various Federal, State and County organizations, with local businesses, with voters, and/or with the general public.

### **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 gathered information 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.



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**Director of Human Resources**

**Est. 06/11**

**Revised: 04/13**

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