

## COUNTY OF SOLANO

### ELECTION PROGRAM SUPERVISOR

Est. 6/02

#### **DEFINITION**

Under general direction, assists in the planning, organizing and coordinating the activities of the Registrar of Voters to include voter registration services and election services. Plans, organizes, evaluates, participates in and performs the more difficult aspects of the work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This single position class is responsible for the day to day accomplishment of election activities. This incumbent plans, directs, evaluates, monitors and participates in the day to day work of the total program to assure implementation, and execution of all required functions. This class is distinguished from that of the Registrar of Voters in that the latter has overall responsibility as the Director for the operation of the Department

#### **EXAMPLES OF DUTIES**

Depending on assignments, duties may include but are not limited to the following:

1. Plans, assigns and supervises subordinate supervisory staff assigned to the department involved in voter registration and election activities; recommends personnel actions related to personnel selection, advancement, transfer and disciplinary action; provides on-going training to experienced staff; approves leave, establishes standards and evaluates employee work performance.
2. Supervises the planning and organization of activities relating to conducting Federal, State, local and special elections. Provides technical advice regarding the election process.
3. Develops new policies and procedures as necessary to improve operations and implement changes required by law and regulations.
4. Establishes guidelines and assist political jurisdictions in consolidating the election of candidates or measures with a regularly scheduled election or in conducting a special election. Advises candidates for elective office, school district and special districts on relevant laws and regulations.
5. Conducts research in matters relating to the procedural operations of the election process, the filing of reports and the registration of voters, maintains election-related statistics and prepares reports.
6. Represents the Registrar of Voters and the County before the public, government agencies and political organizations, serves as liaison to city, county and state offices which have responsibility for elections. Consults and coordinates with the Secretary of State's Office to establish certified

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list of candidates and on election requirements and procedures.

7. Directs and assists in the preparation of department budget, calculates revenue and other costs based on prior year experience and fixed forecasting formulas; researches costs of materials and supplies; verifies program/budget submissions prepared by others; composes narrative descriptions of department services, program activities and funding sources and edits narrative prepared by others. Monitors expenditures and revenues of the department throughout the fiscal year.
8. Analyzes proposed legislation and regulations affecting election services, revenues and programs to determine impact on budget, staffing and administration organization.
9. Performs other related duties as assigned.

### **QUALIFICATION GUIDELINES**

#### **Education and/or Experience**

Four years of progressively responsible full-time work experience in an election office, including 2 years supervising staff, performing the specific functions or a variety of functions in elections and/or voter registration.

Or

Completion of 60 semester units or 90 quarter units of coursework from an accredited college or university with coursework in business administration, public administration, government, or a closely related field.

#### **Knowledge/Abilities**

Knowledge of: State and Federal election codes and elections procedures, as they pertain to conducting elections and the registration of voters. Principles of budget preparation, computer systems and applications.

Ability to: understand, interpret and apply rules, regulations, ordinances and state and federal regulations; plan and organize research and statistical work relating to the various aspects of supervision, prepare clear and concise written reports; make presentations to groups and individuals, effectively supervise the work of technical, administrative and subordinate supervisory staff.

### **SPECIAL REQUIREMENTS**

Possession of/or the ability to obtain a valid California Class C drivers license is required. Independent travel will be required.

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**SUPPLEMENTAL INFORMATION:**

None

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Department Head

Date

Est. 6/02

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