

# AMENDED SAN JOAQUIN COUNTY REGISTRAR OF VOTERS

Is Recruiting For An:

## Elections Manager

### THE POSITION

The Elections Manager is primarily responsible for managing and supervising the day-to-day activities within the Registrar of Voters (ROV) office, which is a division of the Information Systems Department. The incumbent will manage activities involving elections, voter registration and related ROV functions as well as perform difficult administrative analytical research, financial and administrative managerial support in areas such as budgeting, finance, human resources, procurement and staff development. In all assignments, the ideal candidate is expected to model a strong work ethic and leadership skills, including accountability to oneself and others.

Typical duties include the following:

- ◆ Assists in planning, supervising and coordinating the operations of the ROV office; helps ensure compliance with applicable laws and regulations; helps establish office priorities and develop organizational goals and objectives
- ◆ Directs activities and operations related to federal, state, county, local and special district elections; manages the issuance, acceptance, and certification of petitions and related papers filed for public office candidates; oversees the selection and organization of polling places and ensures their compliance with federal and state accessibility requirements; manages recount processes as required.
- ◆ Directs the mailing of official sample ballots, the ordering of election supplies, the assignment of voting machines, and the coordination of their delivery to inspectors prior to each election.
- ◆ Directs precinct and voter registration operations, including the maintenance of precinct records, maps, and other election records; analyzes voter registration information and recommends modifications to voter precincts as appropriate.
- ◆ Assigns and directs the work of subordinate staff, including subordinate supervisors; monitors and evaluates staff performance; recommends disciplinary action when required.
- ◆ Researches various elections, government, public administrative, education, and other related laws and codes; reads and interprets state and federal bulletins on proposed law changes; analyzes the impact of new laws and amendments and recommends/implements new policies and policy revisions.
- ◆ Responds to inquiries and/or complaints pertaining to elections, voter registration, and related processes; conducts research as needed to recommend solutions.
- ◆ Assists in managing assigned administrative functions such as those related to human resources, procurement, staff development, and the preparation, review, and administration of the ROV budget.
- ◆ Conducts special studies; prepares reports and recommendations; prepares and answers correspondence and questionnaires; gives oral presentations to individuals and groups, including schools and civic organizations; directs the preparation and distribution of candidate and voter information materials; directs ROV outreach and education activities.
- ◆ Serves as a liaison to other departments and external agencies; coordinates and conducts special projects as assigned.



**Human Resources**  
**44 N. San Joaquin Street**  
**Third Floor, Suite 330**  
**Stockton CA 95202**  
**Phone: 209-468-3370**

Recruitment Announcement  
1015-RO4725-01

# Elections Manager

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## COMPENSATION PACKAGE

**Annual Base Salary:**  
**\$74,214 - \$90,251**

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- ♦ 1937 Retirement Act plan with reciprocity with CALPERS.
- ♦ 125 Flex Spending Benefits Plan.
- ♦ 12 days sick leave annually with unlimited accumulation.
- ♦ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ♦ 10 holidays per year.

## MINIMUM QUALIFICATIONS

**NOTE: Supplemental Questions must be turned in with employment application.**

**Education:** Graduation from an accredited four-year college or university with a major in public or business administration, political science, social or behavioral science, or a closely-related field.

**Experience:** Three years of responsible managerial, fiscal, personnel, or administrative analytical experience that included at least two years preparing for and administering elections.

**Substitution #1:** A Master's Degree from an accredited college or university in public or business administration, political science, social or behavioral science, or a closely-related field may be substituted for one year of non-elections experience.

**Substitution #2:** Additional qualifying experience performing responsible managerial, fiscal, personnel, or administrative analytical work may be substituted for the above-required education on a year-for-year basis, to a maximum of two years.

## APPLICATION & SELECTION

Completed application package, which must include Employment Application and Supplemental Questions, is to be submitted to:

San Joaquin County Human Resources  
44 N. San Joaquin Street, Suite 330  
Stockton, CA 95202  
Tel: 209.468.3370  
Fax: 209.468.0508  
**OR**  
online at [www.sjgov.org/hr](http://www.sjgov.org/hr)

**Final Filing Date: December 18, 2015**

All applications will be reviewed with qualified candidates being invited to participate in an oral examination interview. Top scoring candidates will be referred to the department for a selection interview.

## VISION

**V**oting **I**nsures **S**trength **I**n **O**ur **N**ation

Through Precision, with Virtue and Pride, We are the Silent Support of This System.

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## SUPPLEMENTAL QUESTIONS

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Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.**

1. Have you graduated from an accredited four year college or university with a major in public or business administration, political science, social or behavioral science or a closely related field? ☐ Yes ☐ No

If yes, please provide the name of the college/university and the major you received your degree.

2. Do you possess three years of responsible managerial, fiscal, personnel or administrative analytical experience that includes at least two years preparing for and administering elections? ☐ Yes ☐ No

If yes, please provide a detailed description of the specific job duties and your role in preparing for and administering elections.

3. Describe your supervisory experience. Please include the number of employees you supervised.
4. Describe your experience recommending and implementing new policies and procedures in an elections environment.