

San Joaquin County Employment Opportunity

Elections Manager Registrar of Voters Office

About the Position

The San Joaquin County Registrar of Voters Office is seeking an experienced elections professional to manage and supervise the day-to-day activities of the Registrar of Voters (ROV) Office. 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.

The Department

The Registrar of Voters Office is a division of the County Administrator's Office and is responsible for conducting fair, impartial, accurate, secure and transparent federal, state and local elections. Other functions of the Registrar of Voters Office include voter registration, election administration and campaign finance disclosures. San Joaquin County has approximately 385,000 active registered voters and currently maintains a staff of 30 full-time positions, with seasonal employees hired for each election.

Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral examination which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. To apply, submit a completed application and supplemental questionnaire on or before the final filing date.

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.

Final Filing Date: August 4, 2023



Note: Final appointment will be conditional upon passing a pre-employment background investigation.

Recruitment Announcement
0723-RO4725-01
Equal Opportunity Employer

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

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Elections Manager

Major Responsibilities Include

- Assists in planning, supervising and coordinating the operations of the ROV office ensuring compliance with applicable laws and regulations and establishing office priorities and organizational goals.
- Directs activities and operations related to federal, state, county, local and special district elections; manages the issuance, acceptance, and certification of petitions and papers filed for public office candidates; oversees the selection and organization of polling places ensuring compliance with federal and state accessibility requirements; manages recount processes as required.
- Directs the mailing of official sample ballots, the ordering of election supplies, assignment of voting machines, and coordination of 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; monitors and evaluates staff performance; recommends disciplinary action when required.
- Researches 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.
- 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.

Minimum Qualifications

Education: Graduation from an accredited four year college or university with a bachelor's degree in public or business administration, political science, social or behavioral science or a closely related field.

Experience: Three (3) years of responsible managerial, fiscal, personnel, or administrative analytical experience, that include 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 substitute for one year of non-elections experience.

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



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Compensation and Benefits

Approximate Annual Base Salary:

\$92,918- \$112,942

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
- A 1% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to eight (8) days annually
- 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 days of administrative leave annual fiscal year
- 14 paid holidays per year

Cashable Compensation	Step 1	Step 5
Annual Base Salary	\$92,918	\$112,942
1% Employer 457 Contribution	\$929	\$1,129
Total Potential Compensation	\$93,847	\$114,071

This position is represented by the Mid-Management bargaining unit and will receive salary increases based on the following schedule through July 2025:

Effective July 2024 - 4% COLA increase

Effective July 2025 - 3% COLA increase

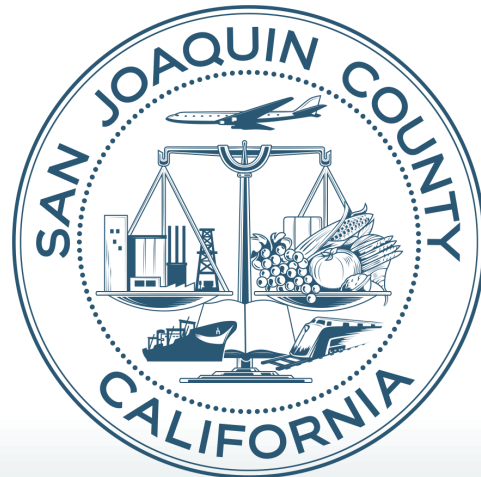
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Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness program, please click to visit the SJC Engage website.



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Make San Joaquin County your new home!

A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



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Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



Agriculture

The county is one of the most agriculturally rich regions in California. Almonds are the leading commodity with over 104,000 bearing acres. Milk, grapes, walnuts, and cherries round out the top crops, with an abundance of other produce. Grapes make up 91,000 bearing acres, much of which are wine grapes. There are over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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