

REGISTRAR OF VOTERS

DEFINITION

Under administrative direction, responsible for conducting all Federal, State, County, Municipal, and local district elections in Lake County. Responsible for all components of election management, including voter registration, poll worker recruitment and training, ballot creation, voting system security, ballot processing and vote tallying, community outreach and education, and candidate services such as candidate filing and campaign finance; subject to policy direction from Board of Supervisors, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position, department-head classification which has responsibility for the management, planning, organization, direction, and administration of the County Elections office. The primary emphasis of this class is responsible for conducting primary, general, special, school, and district elections within the County of Lake. This class requires independent administrative and technical judgment in identifying voter registration and election problems, determining Department priorities, and ensuring that election processes are in full compliance with County, State, and Federal legal requirements. Incumbents are required to work irregular and extended hours (evenings, weekends, and holidays) during peak election cycles. Leaves of absence and vacation will be restricted during election cycles. This class has been designated At-Will by the Board of Supervisors, in accordance with provisions provided under Article XXIV, Section 2-171 of the County Ordinance Code; is appointed and serves at the pleasure of the Board of Supervisors.

REPORTS TO

Board of Supervisors

CLASSIFICATIONS SUPERVISED

Deputy Registrar of Voters; Elections Assistant I; Elections Assistant II; Extra Help Elections Assistants; specialized Election Day staff; and other staff as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes and directs the activities of the Elections Department including the registration of voters, maintenance of voter files, conduct of elections and tabulation of voter results in accordance with statutory requirements; advises cities, school districts and special districts regarding election and various related codes and procedures; coordinates Department activities relative to the conduct of state, county, municipal, school district, and special district elections.

Plans, implements and conducts all aspects of primary, general, school district, special district, municipal, and special elections, from scheduling through the official canvass; including registration of voters; establishing precinct boundaries; coordinating the hiring of precinct officers; conducts the training of precinct officers and support staff; tabulating and certifying election results to the Secretary of State and various agencies; directs and participates in the ongoing maintenance of voter registration records and indexes; issuance, acceptance, and verification of all petitions; directs and coordinates all election and voter registration activities; participates in election production activities as needed.

Responsible for advising the Board of Supervisors in establishing and appointing members of the Supervisorial Redistricting Advisory Committee consisting of the Registrar of Voters and other County officials following the year in which a decennial federal census is taken; develop several alternative supervisorial boundary

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adjustments to comply with the “one person, one vote” federal population requirement; lead the Redistricting Advisory Committee and hold public discussions of proposed boundary adjustments in each of the five (5) supervisorial districts to allow for public comment; present the public comments and Redistricting Advisory Committee’s recommendations to the Board of Supervisors during several public hearings.

Responsible for redefining supervisorial district boundaries and precinct boundaries; update street segments with their corresponding supervisorial district, congressional district, senatorial district, assembly district, board of equalization district, judicial district, and incorporated city in the Elections Management System; review and interpret precinct, supervisorial and district maps.

Responsible for creating the 60-day Military ballots, official ballots and sample ballots layout in the Elections Management System; proof, approve and submit election ballot materials to state certified vendors for printing of official ballots and sample ballot booklets; coordinate the mailing of the vote-by-mail ballots and sample ballots to registered voters by certified vendors as well as office staff.

Operates and manages the department’s standalone computer system; runs software to code; confers with software and hardware vendors regarding problems and maintenance; responsible for the production of ballot counting program information and related election data in order to tabulate the vote by precinct; runs programs to tabulate the vote, produces the official statement of vote by precinct; runs the Logic and Accuracy tests to ensure that ballot counters are working correctly; reports tabulations totals to the Secretary of State; responsible for the inspection of polling places to ensure handicapped accessibility pursuant to federal law and state accessibility guidelines for use in printing such information on the sample ballots; develops and implements election day trouble shooting procedures for the operation of polling places and for precinct needs.

Attends and participates in meetings, conferences and committees regarding the registration of voters, conduct of elections and utilization of voting mechanisms; makes presentations to the Board of Supervisors, other governmental entities, community organizations, and political organizations; plans and develops long-range schedules to accomplish work within specified legal deadlines; analyzes legislation and legal requirements pertaining to election laws and ensures compliance; explains elections procedures and requirements to prospective candidates for public office, to various city, county, and state officials, to the media, and to the general public; directs and participates in the verification of signatures on petitions; prepares reports of election results and voter registration for use by the public, candidates and political parties; certifies election results.

Supervises, trains and evaluates the work of principal subordinates; reviews reports and procedures of the Department, and makes administrative and technical decisions as to their acceptability in meeting the goals and objectives of the County; prepares various administrative reports and confers with representatives of other County departments or agencies to ensure support levels in carrying out the mission of the Department.

Assess Department needs and prepares the Department’s annual budget; monitors budgetary expenditures and revenues to meet financial objectives of the Department; estimate and prepare election cost billings to various jurisdictions and evaluate state mandated reimbursement claims.

TYPICAL PHYSICAL REQUIREMENTS

Sit and perform data entry for extended periods; frequently stand and walk; periodic exertion of physical efforts, such as bending, stooping and squatting; normal manual dexterity and eye-hand coordination; occasionally lift and move objects weighing up to 75 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, typewriter, telephone, calculator, copiers, FAX, and ballot counter.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; may occasionally work outside; continuous contact with other staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Policies, requirements and California statutes pertaining to the functions of the Elections Department.
- Applicable state, federal, and local ordinances, laws, rules, regulations, procedures, court cases and legislation governing the preparation and conduct of elections, filing of petitions, and the registration of voters.
- Good public relations techniques.
- Principles and practices related to effective public budget administration and program management.
- Principles and practices related to data processing methods and procedures that relate to the election process, including proficiency with software applications.
- English grammar, vocabulary, spelling, punctuation, and composition; and basic arithmetic.
- Maintenance of files and information retrieval systems.
- General accounting processes and statistical record keeping.
- Computerized election systems and software programs.
- Basic knowledge of the countywide GIS (Geographic Information System).
- Modern principles, practices and methods of effective office management, training, supervision, and employee evaluation.
- Methods and techniques of research, statistical analysis, and report preparation and presentation.
- Principles and practices of planning, goal setting and implementation.

Ability to:

- Plan, organize, manage, and coordinate the functions of the Elections Department.
- Meet fixed and fluctuating deadlines and achieve work objectives.
- Read, understand, interpret, explain, and apply a wide variety of codes, statutes, rules, regulations, and ordinances, related to the functions of the Elections Department.
- Direct the maintenance of legal records and documents.
- Maintain confidentiality of information.
- Prepare written reports, summaries, manuals, statistical reports, and correspondence in a clear and concise manner.
- Speak effectively before groups, organizations, and the news media.
- Operate electronic information systems equipment and analyze and interpret electronic information systems data.
- Perform a variety of difficult and complex election technology and support functions.
- Establish and maintain effective working relationships with the general public, staff, government officials, department heads, community groups, and the media.
- Develop and administer a department budget; operate within budgetary limits.
- General knowledge of principles of public relations necessary to describe the role of the department and the methods used to carry out that role.

Training and Experience:

A Bachelor's Degree from an accredited four (4) year college or university with a major in Political Science, Business or Public Administration or a closely related field.

Five (5) years of work experience performing a variety of election administrative and support functions; or five (5) years of current high-level management experience in voter registration and election organization with responsibility for election planning, budget administration, and personnel management; or five (5) years of full-time administrative or managerial experience in a position which required the application of laws and processes.

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Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

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