

## **REGISTRAR OF VOTERS**

### **Definition**

Under general policy direction of the Board of Supervisors and the County Executive, provides leadership, administrative policy, and operational direction for the Registrar of Voters Department, including analyzing and interpreting legislation affecting the department and performing a variety of complex work in the planning and conducting of all federal, state, and local elections; and performing related duties as required.

### **Distinguishing Characteristics**

This position serves as the department head for the Registrar of Voters Department. The incumbent is in a position of trust and confidence and reports to the Board of Supervisors through the County Executive to provide advice and consultation on matters related to all federal, state, and local elections for the County of Sonoma. Work is performed with a maximum amount of independent judgment and initiative. Responsibilities include the direct and indirect supervision of department staff.

This job class is considered unclassified pursuant to the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent is appointed by the Board of Supervisors, reports to the County Executive, and is required to enter into an "at will" employment service agreement.

### **Typical Duties**

*Duties include, but are not limited to, the following:*

Provides leadership, directs, and administers the operations and activities of the Registrar of Voters Department, including the registration of voters, holding of elections for federal, state, local, and special elections, and all matters pertaining to elections in the County of Sonoma; advises the County Executive and the Board of Supervisors on elections related issues.

Ensures voting rights are protected and elections operate within legal and operational standards; establishes policies, procedures, controls, and reporting systems to meet legal requirements, county policies, and department goals.

Directs and manages, through subordinate professional and technical staff, the operations and activities of the department, including publications, candidates and campaign services, voters services, precinct services and administrative and information system services to ensure the smooth and efficient conduct of elections.

Directs and organizes through subordinate personnel the holding of elections by coordinating the renting of polling places, distributing voting supplies and equipment; and recruiting, training, giving assignments to precinct workers to facilitate the proper and fair exercise of the public's voting rights.

Monitors and interprets changes in laws and regulations related to elections activities and functions, evaluates their impact upon County election activities, and provides for the development and implementation of required policy or operational modifications; obtains legal advice in interpreting and applying codes, laws, and ordinances related to elections.

Directs and reviews the work of staff; interviews and selects top management staff; evaluates performance of subordinate managers; manages staff training; conducts meetings and conferences with department staff.

Directs the preparation of the department annual budget and ensures the budget expenditures are properly controlled to ensure conformance with approved funding.

Directs the preparation, translation, printing, publication, and distribution of official elections information in newspapers of general circulation, the County website, and as otherwise required by law.

Represents the department to other County departments, elected officials, outside agencies and the media; explains and interprets departmental programs, policies, and activities; provides information, both verbally and in writing, to candidates, public officials, and the press to facilitate their participation in the election process; negotiates and resolves significant, sensitive, and/or controversial questions and issues concerning elections.

Directs the issuance and filing of nomination papers, the verification of signatures on a variety of electoral related documents, and the determination of their sufficiency; directs the maintenance of working and official departmental files.

Develops and maintains precinct boundaries, maps, and precinct guides conducted through the use of GIS and other systems, reflecting current city, district, and legislative boundaries.

Arranges for and directs the tabulation of votes cast following close of polls on election night; prepares and certifies a statement of votes cast for adoption by the Board of Supervisors and transmission to the Secretary of State or other appropriate agencies.

Participates in and makes presentations to legislative bodies, the Board of Supervisors, and a wide variety of committees, boards, and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of elections.

Performs other duties as required.

**Knowledge and Abilities**

**Thorough knowledge of:** the California Election Code, Government Code, and laws relating to the conduct of registration and voting procedures in general, primary, and special elections; principles and application of automated data systems for the management of activities related to registration, vote count, and the election process; practices and procedures involved in the registration of voters, elections, referenda, initiatives, recall, and campaign disclosure in accordance with federal, state, and local election laws.

**Considerable knowledge of:** principles and techniques of modern office management; principles and practices of governmental fiscal and budgetary management; functions, organization, and processes as relates to local government in California; principles of personnel management and supervision.

**Ability to:** plan, organize, direct, and coordinate the activities of the department; supervise and evaluate the performance of subordinate managers, professional, and administrative staff engaged in various and complex departmental operations; interpret and apply election laws and codes; prepare testimonies and correspondence; explain ideas, procedures, and instructions both orally and in writing; analyze situations and adopt an effective course of action; establish and maintain cooperative relations with those contacted in the course of work; relate and work effectively with the public, candidates, and the media; direct the preparation and justification of the department's budget; analyze data, draw logical conclusions, and prepare and submit reports; make presentations before community and campaign organizations, legislative bodies, judicial courts, and other entities on behalf of the department; understand and accept differences in human behavior; effectively interact with all populations, such as individuals from diverse racial, ethnic, cultural, educational, generational, and/or socio-economic backgrounds.

**Minimum Qualifications****Experience and Education:**

Any combination of experience, training, and education that would provide an opportunity to acquire the knowledge and abilities listed herein. A typical way to qualify is:

Two years' full-time experience as an elections manager, assistant or chief deputy registrar of voters, or equivalent position in a State of California elections department

OR

Four years' full-time experience performing administrative/managerial functions, which includes the development and interpretation of laws, regulations, policies, and procedures in

the field of elections in a public agency. Possession of a bachelor's degree in public administration, business, sociology, economics, political science, or a related field from an accredited college or university may be substituted for two years of managerial/administrative work experience in a public agency.

**License:**

Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.