



The County of Ventura Invites
Applications For

ASSISTANT REGISTRAR OF VOTERS

Annual Base Salary up to \$161,267

*Eligible for up to a 5% Educational Incentive in addition
to the base salary*



What We Offer

The County of Ventura offers an attractive compensation and benefits package. In addition to the salary of approximately \$115,179.46 to \$161,267.04 annually an employee within this position will also be eligible for the following:

- **A general salary increase** of 4.0% effective December 24, 2023 and 3.5% effective December 22, 2024.
- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate's degree.
- **Bilingual Incentive** - Incumbents may also be eligible for bilingual incentive depending upon operational needs and certification skills.
- **Executive Administrative Leave** - The candidate selected for this position will earn 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service or other public service. *Credit for prior public service may be considered (Management Resolution, § 1202A)
- **Annual Leave Redemption** - The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours of annual leave within the previous 12 months (Management Resolution, § 1205).
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Insurance Plans** - Medical, dental, and vision plans for you and your dependents. A flexible credit allowance of up to \$21,450 annually.
- **Flexible Spending Accounts**- Increase your spending power by reimbursement with pre-taxed dollars for IRS-approved dependent care and health care expenses.
- **Holidays** - 12 paid days per year which includes a scheduled floating holiday.
- **Pension Plan** - Both you and the County contribute to the County's Retirement Plan. If you are eligible, you may establish reciprocity with other public retirement systems, such as PERS.
- **Additional Benefits** - Professional Memberships, Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Wellness Program.

The County

Ventura County is located on California's "Gold Coast," approximately 35 miles northwest of Los Angeles and 20 miles southeast of Santa Barbara. Residents enjoy rolling hills and sweeping ocean views in a nearly perfect Mediterranean climate with an average annual temperature of 74.2 degrees. The beauty and weather combined with a wonderful quality of life are among the many reasons our residents choose to call Ventura County "home".

Ventura County is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, as well as to advise, assist and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction.

The County is supported by a total budget of approximately \$2.7 billion and more than 9,500 allocated full-time equivalent (FTE) allocations in 26 agencies/departments. The County provides a broad variety of services from 26 different departments and agencies that include safety and social services, healthcare, airports, harbor, resource management, parks, information technology, and public works. There are six elected department heads in addition to the Board of Supervisors: Assessor, Auditor-Controller, Clerk-Recorder/Registrar of Voters, District Attorney, Sheriff, and Treasurer-Tax Collector.

The Department

The County Clerk-Recorder, Registrar of Voters is an elective office with three divisions: The County Clerk, Recorder, and Elections (Registrar of Voters).

COUNTY CLERK

The County Clerk issues marriage licenses, performs civil marriage ceremonies, processes fictitious business name filings, and provides for the qualification and registration of notaries, process servers and miscellaneous statutory oaths and other filings. All functions of the office are conducted under provisions of the State Constitution and County Codes.

RECORDER

The Recorder is responsible for the recording of deeds, deeds of trust, court decrees and other documents affecting title to real property in Ventura County. The division also maintains Uniform Commercial Code filings: subdivision maps and, vital statistics including birth, death and marriages within the county. This Division also creates digital images of real property and vital records and provides and maintains an efficient retrieval system to support the public for this information. All functions of the office are conducted under provisions of the State Constitution and County Codes.

ELECTIONS

The Elections Division conducts all Federal, State, County, school and special district elections in the County, as well as the general municipal elections for all 10 Ventura County cities. It administers voter registration and outreach programs, maintains the master voter file, master office and incumbent file, and master street index. The division also processes Vote By Mail ballot requests and all voted ballots, as well as the layout and proofing of all sample ballots, official ballots, and voter information materials. Other essential responsibilities include: establishing precinct boundaries and vote center locations, recruiting and training election workers, maintaining tests and distributing voting equipment and conducting the official election canvass. Ventura County has approximately 510,000 registered voters and is a Voter's Choice Act (VCA) county.

The Position

Under general direction of the County Clerk-Recorder and Registrar of Voters, the Assistant Registrar of Voters plans, organizes, administers, supervises and directs the activities of the Elections Division of the County Clerk and Recorder's office; and performs related work as required.

The ideal candidate is a dedicated public servant who possesses solid administrative leadership skills, the highest integrity, and a strong work ethic that includes accountability for oneself and others. A well-qualified candidate will have in-depth knowledge of and experience in implementing federal, state, and local election laws, regulations, codes, guidelines, and procedures. Additionally, they should possess strong analytical and budgetary skills that are applicable to work in a California public agency. Other qualities needed to be a successful candidate include: detail-oriented, customer-service focused, striving for efficiency and continuous improvement.

A minimum of a bachelor's degree in business, public administration, or a related field is desired. Elections-related professional certification(s) is a plus.

This class manages the Elections Division of the County Clerk and Recorder's office and reports directly to the County Clerk and Recorder. This position is exempt from Civil Service.



Typical Qualifications

Education/Experience:

A broad administrative or supervisory work experience background which has included substantial public contact responsibilities and at least three (3) years of supervisory/management experience in an elections office.

Knowledge, Skills, and Abilities:

Thorough knowledge of:

- Federal and state statutes governing the elections process;
- Election operations, policies, and procedures;
- Management techniques and practices including budgeting, organizational planning and analysis, personnel, project planning and implementation, and election information management systems.

Thorough ability to:

- Assign, direct and evaluate the work of employees in order to establish an effective workflow and meet highly restrictive time deadlines;
- Train and supervise employees;
- Establish and maintain effective relations with other officials, employees, and the public; Analyze, prepare, and present complex written and oral reports; and
- Operate the Division in an effective and efficient manner.

Examples of Duties

Duties may include but are not limited to the following:

- Under general direction of the County Clerk-Recorder and Registrar of Voters, the Assistant Registrar of Voters plans, organizes, administers, supervises and directs the activities of the Elections Division of the County Clerk and Recorder's office with respect to the registration of voters and the administration of federal, state, county, municipal, school and special district elections held in Ventura County; as well as overseeing the day-to-day operations of the Division.
- Assists in formulating policies and procedures for carrying out the goals and objectives of the Division. Suggests and implements changes in methods and procedures to improve operations.
- Prepares responses to questions from the public, news media and other agencies and entities concerning initiative, referendum, recall and other election related matters, policies and procedures.
- Assists in the interpretation and implementation of laws, rules, regulations, codes and ordinances related to voter registration, campaign finance reporting, and the administration of elections. Reviews and analyzes proposed and new election legislation to determine impact, makes recommendations and provides direction for the implementation of changes.
- Oversees the registration of voters and voter outreach programs within the County.
- Oversees the process by which candidates who wish to run for elective office receive the information, materials and guidance they need to establish themselves as candidates for public office.
- Oversees the creation, publication and distribution of all sample and official ballots and related informational materials to the voting public.
- Oversees the processing and tabulation of official vote center and vote-by-mail ballots. Certifies election results to the California Secretary of State and prepares and publishes the official Statement of Votes Cast.
- Determines personnel requirements to meet varying workloads and oversees the recruitment, selection, training, evaluation, discipline, and termination of full-time and extra-help employees as needed.
- Oversees the recruitment and training of all election workers and the recruitment and procurement of all vote center locations in the County.
- Oversees the procurement, maintenance, certification and distribution of all equipment and materials to dozens of vote center locations throughout the County, to accommodate the election needs of the voting public.
- Supervises the formation of new voting precincts and the ongoing evaluation of existing precinct boundaries within the County.
- Provides oversight and ongoing analysis of the various electronic and information systems utilized by the Division and makes recommendations for changes, upgrades and/or enhancements to ensure the continued utilization and efficiency of those systems. Stays informed of current and emerging technology trends and promotes technology advancements to improve operations and the administration of fair and accurate elections.
- Prepares and maintains the Elections Division budget and provides ongoing budget-related reports and budget updates to the County Clerk-Recorder and Registrar of Voters
- Represents the County Clerk and Recorder at election-related conferences and meetings, and speaks to various groups regarding election-related matters.
- Acts as liaison with state, county, city and local entities with regard to election matters.
- May act on behalf of the County Clerk-Recorder and Registrar of Voters in his/her absence.
- Supervises the recruitment, selection, training, evaluation, and termination of all departmental employees.

Recruitment Process

To apply for this exceptional career opportunity, please send a resume and a cover letter that illustrates examples of your experience with all of the following:

- Your supervisory/management experience in an elections office
- Your experience with federal and state statutes governing the elections process Your experience with elections operations, policies and procedures
- Your experience with budgeting, organizational planning, and personnel management

If you are interested in this opportunity to serve the citizens of the County of Ventura, you may do one of the following:

E-mail your current resume and cover letter to: Monika.Maine@ventura.org

OR

Submit an online application at www.ventura.org/jobs and attach your current resume and cover letter.

Resume Evaluation

A first review of resumes will begin the week of September 18, 2023. All relevant work experience, training and education need to be included to determine eligibility.

Interview Process

Following a structured evaluation of the resumes, the most qualified candidates will be invited to a panel interview. The top candidates, as determined by the panel, will then be invited to a second interview with County executive management. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quantity of the candidate pool.

Background Investigation

The selected candidate may be subjected to a thorough background investigation which may include inquiry into past employment, education, criminal background information, and driving record. In addition, the successful candidate may be subjected to Live Scan fingerprinting.

For further information about this recruitment, please contact Monika Maine by email Monika.Maine@ventura.org or by telephone at (805) 654-2419.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

