

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Elections Manager
ALLOCATION: County Clerk-Recorder/Registrar of Voters
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented – Management

ESTABLISHED: March 2015
REVISED and RETITLED: July 2023

JOB SUMMARY:

Under general direction, plans, organizes, and directs all activities of the Registrar of Voters Division within the County Clerk-Recorder/Registrar of Voters Department; manages all County elections and election related functions; supervises, trains, and evaluates staff; performs other duties as assigned.

CLASS CHARACTERISTICS:

This single position management classification assists the Department Head in planning, managing, conducting, and reporting all elections in the County consistent with Federal and State laws, legislation, and administrative procedures. The magnitude, complexity and impact of the election responsibility requires a high level of independent judgment, initiative, analytical reasoning, and decision making in order to research State and Federal election laws and regulations, determine impact on County election procedures, make recommendations for compliance, and develop and implement election processes and procedures. This position coordinates operations with the Secretary of State's office, other State and Federal agencies, local cities, special districts, and county departments; directs, trains, and supervises staff; develops and monitors the division budget; and manages special projects. The Registrar of Voters Manager reports directly to the elected County Clerk-Recorder/Registrar of Voters, who is an elected official with overall statutory and management responsibility for all departmental activities, functions, and staff.

EXAMPLES OF DUTIES:

Essential:

Election Management

- Plans, organizes, and directs all activities required to conduct elections and ensure that all election activities are in compliance with applicable law; establishes and implements security procedures to ensure the integrity of the voting process.
- Identifies impacts of new voting requirements and system technologies in order to develop and manage effective strategies for implementation and integration with existing operations.
- Directs and manages elections functions including voter registration, candidate filing, election schedules and material preparation, coordination of staff; vote tally, canvass, and certification to ensure compliance with applicable statutes and/or regulations.
- Advises staff and the public regarding governmental codes and special problems pertaining to voter registration; interprets and applies state and federal statutes for the public and staff; resolves difficult customer service situations.
- Coordinates with State and County elected officials, local cities, schools, special districts, and others as necessary to conduct elections.

Staff Supervision

- Plans, organizes, assigns, and evaluates the performance of subordinate staff; provide direction and coaching through regular feedback sessions; creates individual development plans with employees; discuss job performance problems to identify causes and issues, and to work on resolving problems; initiates performance improvement plans, proposes and administers discipline.
- Assists in the interview and selection of staff; designs and implements various organizational development and employee training programs, manages staff training.
- Directs the planning of work, setting of schedules and development of controls to ensure that short and long-range goals of the department are accomplished.

Administrative

- Develops and implements division goals, objectives, policies and procedures; directs and develops work plans, projects, programs; reviews and evaluates work products and methods,

- Prepares division budget and special project budgets; implements and administers approved budgets.
- Develops, implements, and manages special projects such as implementation of electronic voting.
- Maintains or directs maintenance of accurate records and files; ensures security of confidential records.

Important Duties:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Administer Department website.

EMPLOYMENT STANDARDS:

Knowledge of:

Election Management

- Principles and practices of election management
- Pertinent local, state, and federal rules, regulations and laws pertaining to election administration including California elections code and laws.
- Organizational structure of counties, cities, schools, special districts, federal and state elected offices.
- Principles and practices of administrative analysis and research.
- Techniques for dealing with individuals of various ethnic and socio-economic groups, often in situations, which may be difficult or confrontational.

Staff Supervision

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training, development, and discipline.

Administrative

- Principles, practices, and procedures of record keeping, and bookkeeping.
- Principles and practices of budget development and administration
- Administrative principles and practices, including program development, implementation, goal setting and evaluation.
- Policy development and implementation
- Internal controls and accounting principles and procedures
- Computer applications related to the work.
- Business arithmetic
- Correct business English usage

Skill in:

Election Management

- Interpreting, applying, and explaining complex laws, regulations, and procedures to a variety of individuals.
- Understanding, interpreting, and applying provisions of the California Elections Code to specific situations.
- Planning, organizing, administering, and coordinating a variety of elections and services; meeting election deadlines.
- Analyzing complex technical and administrative election problems
- Reading and interpreting district and precinct maps
- Managing multiple priorities and situations concurrently
- Exercising sound independent judgment within general procedural guidelines.
- Establishing and maintaining effective working relationships with county staff and the public, citizens, public agencies, boards, and commissions, occasionally in stressful situations.

Staff Supervision

- Planning, organizing, assigning, directing, reviewing, and evaluating the work of assigned staff.
- Selecting, motivating, and providing training and development for staff.

Administrative

- Project management
- Maintaining accurate records and files.

- Preparing clear, accurate reports, correspondence, and other written materials.
- Making accurate arithmetic and statistical calculations
- Assisting in the development and implementation of goals, objectives, policies, and procedures.

Ability to:

- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Obtain California Professional Election Administration Certification within 12 months of hire.
- Work extended hours during election cycles.
- Communicate information and ideas in a manner others will understand.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Prepare clear, concise, and organized written reports, correspondence, and other materials.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Strength and mobility to lift and/or maneuver up to 50 lbs.
- Stamina to remain seated, stand and/or retain concentration for an extended period of time.
- Stand or sit for prolonged periods (up to 24 hours) during election periods.
- Mobility to drive a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally, a typical office setting
- During elections may be required to be at polling places at various locations
- May be required to travel to various worksites or locations.
- Occasionally may be required to travel for meetings or conferences outside of normal business hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licensing and Certification:

- Ability to obtain a valid California Class C driver's license within thirty (10) days of employment and maintain throughout employment.
- Successful completion of the California Association of Clerk and Election Officials Professional Elections Administrator Certification within the first twelve (12) months, unless extended by the County Clerk-Recorder due to unavailability.

Special Requirements:

- Work extensive overtime during critical deadline periods.
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire

- May be required to file statements of economic interest with the Yuba County Clerk/Recorder
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor’s Degree in Business or Public Administration, Economics, Accounting, Business Law, History, Political Science or a related field from an accredited college or university AND three (3) years of progressively responsible administrative, supervisory, or analytical experience with one (1) year of experience preparing and managing projects and/or programs. *Candidates with strong project management experience who lack the degree are encouraged to apply. Relevant experience may substitute for education on a year for year basis.*

PREFERRED: In addition to the above minimum requirements, possess a valid Project Management Professional Certification (PMP), supervisory experience, comprehensive election operations experience in a setting that would have provided the required knowledge and skills, and/or experience conducting elections in the State of California is preferred.

This class specification lists the major duties and requirements of the job. Incumbents may be expected to perform job-related duties other than those contained in this document.

Approval: Department Head

Date:

Signature: _____

Human Resources Approval: Analyst

Date:

Signature: _____

EEOC: A
WC: 9410

Established: March 2015
Revised: June 2022