

The County of Sacramento invites applicants for
REGISTRAR OF VOTERS

\$134,424—\$148,206

Plus 3.35% Management Differential & \$450.00 Auto Allowance



APPLICATION AND SELECTION PROCESS

Interested? Please submit your resume, a cover letter detailing your qualifying experience, and three (3) professional references to Candice Mabra via email at MabraC@saccounty.net.

FILING DEADLINE:

5:00p.m. on January 31, 2018

Following the final filing date, submittals will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant background will be invited to participate in a series of one or more interviews.

If you have any questions about this recruitment, please contact Candice Mabra, Sr. Personnel Analyst, at (916)874-1681 or MabraC@saccounty.net.

THE COUNTY

Sacramento County was incorporated in 1850 as one of the original 27 counties of the State of California. The current population is about 1,515,000, with 585,000 of this in the unincorporated area (if the unincorporated area was a city, it would be the fifth largest city in the State). The County is home to the State Capitol. Cities in the County include Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova, and Sacramento. The County encompasses approximately 994 square miles in the middle of the 400-mile long Central Valley, which is California's prime agricultural region.

The County is a long-established center of commerce for the surrounding area and has a diverse and vibrant economy. Government and transportation are the largest sectors of employment in the area, as well as agriculture and mining. While still important in the region, those sectors have been surpassed by information technology service, leisure and hospitality, education, health services and construction.

Visitors are attracted to the County by the State Capitol and other historical attractions, as well as its natural amenities. The County's location at the intersection of four major highways brings additional visitors destined for the San Francisco Bay Area, the Gold Country, the Central Valley and the Sierra Nevada Mountains.

Chief among the County's outdoor recreational opportunities is the American River Parkway which welcomes more than five million visitors annually to this unique wildlife and recreation area, offering opportunities for fishing, boating and rafting, picnic sites, golfing, and guided natural and historic tours. The parkway is inclusive of the Jedediah Smith Memorial Trail, a 32-mile long trail for bicyclists, hikers and equestrians.

Cultural attractions in the City of Sacramento include the Crocker Art Museum, the California State Railroad Museum, the Sacramento Community Center Theatre, the Music Circus at Wells Fargo Pavilion, Sacramento Ballet, Sacramento Opera, Sacramento Philharmonic Orchestra and numerous other performing arts venues and local art galleries. The Sacramento area is also home to the NBA Sacramento Kings professional basketball team and the Sacramento River Cats, the San Francisco Giants affiliate.

The County's location and transportation network contribute to the County's economic growth. The County is traversed by the main east-west and north-south freeways serving northern and central California. There is also transcontinental and intrastate rail service, passenger rail service, bus lines offering intercity as well as local service, and an approximately 37-mile light rail system. The Port of Sacramento provides direct ocean freight service to all major U.S. and world ports, and the County Airport System consists of Sacramento International Airport, Executive Airport, Franklin Field and Mather Airport.

Educational institutions play a major role in the region and primary among these institutions are the University of California, Davis and California State University, Sacramento, along with a number of local branches of private colleges that are headquartered outside the Sacramento area. The region has one of the strongest community college systems in California. The Los Rios Community College District serves the majority of Sacramento County, as well as portions of four other counties. In addition, there are a large number of vocational schools. The Sacramento region benefits from a network of over 600 public and private elementary to high schools educating over 400,000 students. The County has numerous public school districts with approximately 375 schools serving an estimated 240,000 students, and about 150 private schools serving an additional estimated 20,000 students within the K-12 level.

Excellent health care is available to Sacramento County residents. The four largest health care systems in the area are Sutter Health, Kaiser Permanente, UC Davis Medical Center and Mercy Hospital.



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SACRAMENTO
COUNTY

REGISTRAR OF VOTERS

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COUNTY GOVERNMENT

Sacramento County has a charter form of government. It is governed by a five-member Board of Supervisors elected on a non-partisan basis to serve staggered four-year terms. Other elected officials include the Assessor, District Attorney, and the Sheriff. The County Executive is appointed by the Board of Supervisors and is responsible for the day-to-day business of the County.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services provided include the following: Airport System, Animal Care and Regulation, Criminal Justice, Health and Welfare (the County does not own or operate a County hospital), Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, and Water Supply and Drainage. In addition, there are some services provided by non-County government entities in which members of the Board of Supervisors participate in their governing bodies (e.g. library, sewer treatment and collection, and transit services).

Sacramento County's vision is to be "A County that is safe, prosperous and provides quality public service." Its mission is to "Improve residents' quality of life by providing cost-effective public services while fostering economic health, regional cooperation and stewardship of community assets." Values include: honesty, integrity, and respect for the individual; quality customer service; respect for cultural and ethnic diversity; clear communication and transparency; efficiency and fiscal responsibility; recognition of employee contributions; and exploration of partnerships and collaborations.

The County has over 12,000 employees, a FY 2017/18 operating and capital budget of \$4.1 billion (\$2.5 billion General Fund), and a \$1.0 billion five-year capital improvement plan. The County has 29 bargaining units, representing over 90% of the County Workforce.





SACRAMENTO COUNTY REGISTRAR OF VOTERS

THE POSITION

Working under the duties required by the Elections Code, the Registrar of Voters plans, organizes, evaluates, and directs the operations and activities of the Department of Voter Registration. This position functions as the appointing authority of the department and is responsible for all divisions within the department including administration, campaign services, precinct operations and outreach, registration, and voting systems which include technology and vote-by-mail.

The Registrar of Voters reports directly to the Deputy County Executive—Administrative Services and is exempt from Civil Service. The incumbent is responsible for advising and assisting the officials of the County agencies, departments, boards and commissions with respect to matters assigned to the department. Through subordinate managers, the incumbent is responsible for developing and managing the goals, objectives, and policies of the department.



SACRAMENTO COUNTY REGISTRAR OF VOTERS

THE IDEAL CANDIDATE

IDEAL CANDIDATES WILL HAVE THE FOLLOWING EDUCATION AND EXPERIENCE:

- * A Bachelor's Degree, or higher, from an accredited college or university in business administration, public administration, political science, or a closely related field
- * Professional certification from Certified Public Official, Election Administration Option (CPO) and/or the national Certified Elections/Registration Administrator (CERA) and the Statewide certification of California Professional Election Administrator Certification (CalPEAC)
- * Five or more years of experience administering a voter registration and elections program, senior level managing, directing, developing, implementing, coordinating, and evaluating a team of professionals performing the full scope of work required within an elections environment
- * Extensive, in-depth management experience in the provision of voter registration services
- * Experience formulating and implementing comprehensive operational programs, budgets, and administrative operations
- * Experience working within a large governmental jurisdiction

IDEAL CANDIDATES WILL POSSESS THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of

- * Principles and practices of personnel administration in the public sector necessary to select, direct, supervise, train, and evaluate a diverse, multidisciplinary staff through subordinate managers; effective training models and staff development practices
- * Social, political and economic issues influencing program administration
- * California, federal and local laws, rules, regulations, ordinances, and procedures affecting the administration of elections and the registration of voters
- * Voting systems and processes used in voter registration and election activities

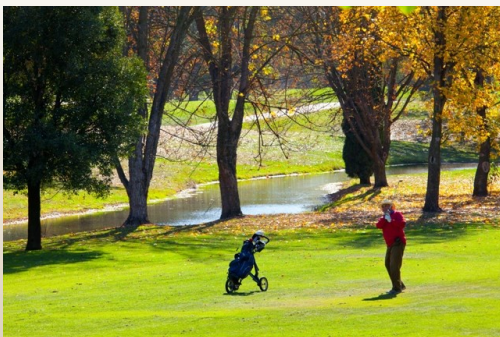
Demonstrated skill and ability to

- * Manage and lead a complex organization, to include strategic planning and performance management, public sector budget development and administration, and personnel management
- * Develop and maintain cooperative relationships with a wide variety of stakeholders, such as public and private agencies, other governmental organizations, the general public, and the media
- * Be politically sensitive to challenges and opportunities related to election processes, voter registration, candidates, and ballot issues
- * Influence and persuade others to accept a particular viewpoint or follow a particular course of action
- * Collaborate and/or negotiate with interested groups and agencies to gain cooperation in support of the department's goals
- * Recognize and effectively respond to the ever-changing priorities, needs, and conditions related to the assignment
- * Prepare and deliver clear and concise reports, correspondence and presentations
- * Exercise sound independent judgment within broad policy guidelines

SACRAMENTO COUNTY REGISTRAR OF VOTERS

BENEFITS

- Management Differential: 3.35% per pay period.
- Holidays: 13.5 paid holidays per year.
- Vacation: Two to five weeks (based upon length of service) paid vacation.
- Sick leave: 15 days per year.
- Medical Insurance: Choice of medical plans with the County making a generous contribution.
- Dental Insurance: 100% of the dental plan premium for employee and eligible dependents paid by the County.
- Life Insurance: \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to buy additional life insurance coverage.
- Auto Allowance: \$450 per month auto allowance.
- Flexible Spending Accounts: Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.
- Deferred Compensation: A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b) plan up to 1% of the monthly gross salary into a 401(a) plan as long as the contributions to the 457(b) plan are at least 1% of the gross salary continuously throughout the year.
- Retirement: the County's Retirement plan is provided by the County Retirement Act of 1937 and is managed by the Sacramento County Employee Retirement administration.
- Other Benefits: The County contributes \$25.00 per pay period into a Retiree Health Savings Plan.



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