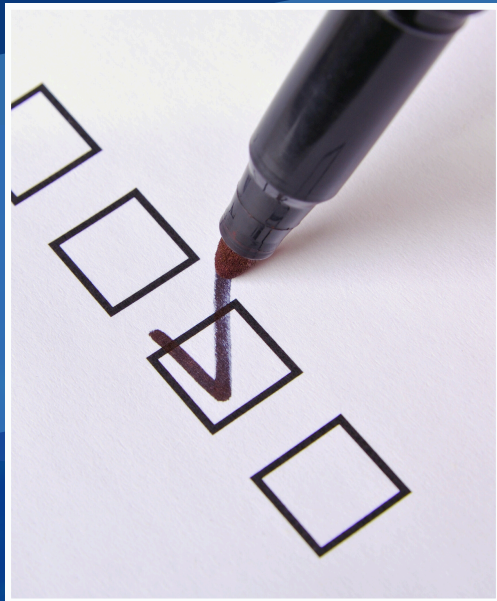




The County of El Dorado invites you to apply for the position of:

ASSISTANT REGISTRAR OF VOTERS

\$102,731 - \$124,862 Annually DOQ



Recruitment closing November 15, 2024

ELEVATE TO EL DORADO

THE OPPORTUNITY

The Assistant Registrar of Voters in the Elections Department oversees daily activities and staff, ensuring County elections comply with federal and state laws. This role involves short- and long-term planning, policy development, and administration. It requires a strong professional background and independent judgment to research laws, assess impacts, recommend compliance measures, and develop election procedures. This position coordinates operations with the Registrar of Voters, Secretary of State's office, other State and Federal agencies, local cities, special districts, and county departments, supervises staff, manages the budget, and handles special projects. Responsibilities include both daily administrative tasks and larger projects.

The Selected Candidate will have the opportunity to:

- Provide responsible assistance and support to the County Registrar of Voters with a variety of administrative and management functions as assigned.
- Assist in the development and implementation of goals, objectives, policies, internal controls, procedures, and work standards for the department.
- Assist in managing and participate in the development and administration of the department's budget; direct the forecast of additional funds needed for staffing, equipment, and supplies; direct the monitoring of and approve expenditures; direct the preparation and implementation of budgetary adjustments.
- Select, train, motivate, and evaluate the work of department personnel, provide direction or coordinate staff training, work with employees to correct deficiencies, and implement discipline and termination procedures as required.
- Plan, manage, and oversee the daily functions, operations, and activities of the technical and administrative support staff in the Election Department.

For a full description of this position's duties and responsibilities, please click [here](#).



WHO WE ARE LOOKING FOR

The County of El Dorado is seeking a highly qualified individual for the role of Assistant Registrar of Voters. The ideal candidate will possess strong leadership abilities, project management skills, major election cycle experience (presidential), budgetary management skills, and excellent communication abilities. The candidate should demonstrate integrity, adaptability, teamwork/team building, and a collaborative spirit. If you are a dedicated professional with a passion for public service, we encourage you to apply for this exciting opportunity.

MINIMUM QUALIFICATIONS

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, economics, political science, or a closely related field **AND** one (1) year of elections experience and at least two (2) years of supervisory experience in any field;

OR

Five (5) years of progressive elections administration experience, including two (2) years of supervisory experience in any field.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- Possession of, or ability to obtain, a certificate as a California Registered Election Official is preferred.

SALARY AND BENEFITS

- Excellent Medical, Dental, and Vision Plans
- \$6,240 in Optional Benefit Credits/year that can be taken as cash
- Vacation starting at 80 hours/year, which increases after year 4
- \$80,000 Life Insurance (with the option to purchase more)
- 11 paid County Holidays/year AND 2 floating holidays/year
- 4.5% County Contribution to Deferred Compensation
- Uncapped Sick Leave Accrual
- Management Leave: 80 hours/year
- CalPERS Retirement Plan
- Teleworking Opportunities
- Long Term Disability
- Employee Assistance Program



ABOUT EL DORADO COUNTY

Not just rustic mining towns and historic sites - Today El Dorado County is a year-round vacation destination overflowing with outdoor adventure, inviting agritourism locations, enriching family activities, and a proud Gold Rush history.

WORKING FOR THE COUNTY

The County, as a Public Agency, is committed to promoting the power of public service by fostering a diverse and collaborative workplace where employees are empowered, respected, and valued. The dedicated efforts taken by the Board of Supervisors continue to promote El Dorado County as a competitive employer that is committed to recruiting and retaining qualified employees by advocating for competitive salaries and excellent benefits.

ELECTIONS DEPARTMENT

The El Dorado County Elections Department is responsible for conducting all federal, state, county, city, school, and special district elections. The Elections Department is also responsible for processing initiative, referenda, recall, and candidate nomination petitions, precinct and district boundary maintenance, and locating polling places that are accessible to all voters.

HOW TO APPLY

To be considered for this opportunity, submit your application and respond to the required supplemental questions by the application deadline. Applications will be screened against the criteria outlined in this job posting, the minimum qualifications, as well as responses to the supplemental questions.

Apply online at: <https://governmentjobs.com/careers/edcgov>

Application Deadline: November 15, 2024 at 11:59 PM

For additional information about this position, please contact Britton Daniels by email at britton.daniels@edcgov.us.

The County of El Dorado is an Equal Opportunity Employer