

The seal of San Joaquin County is a circular emblem. It features a central shield with a balance scale, a plow, and a sheaf of wheat. Above the shield is a banner with the text "EUREKA". The words "SAN JOAQUIN COUNTY" are written around the perimeter of the seal.

San Joaquin County Employment Opportunity

Registrar of Voters

About the position

San Joaquin County is seeking an experienced and dedicated professional to join the executive leadership team in supporting residents and upholding public trust and integrity in our elections process.

This is a Department Head level position which reports directly to the County Administrator. The Registrar of Voters serves as the County liaison with the Secretary of State, California State Legislature and equivalent federal elections positions. The Registrar is responsible for planning, organizing and directing the work of the Registrar/Elections staff and managing all phases of the election process for elections held within the County in accordance with federal and State laws, regulations and requirements. As the County records historic levels of voter participation, the Registrar of Voters has the crucial role of ensuring fair and accurate elections in all local, state, and federal elections.

The ideal Candidate

The ideal candidate should have the ability and the desire to serve the public of San Joaquin County. They are expected to provide strategic executive leadership of the Registrar of Voters Office and must model strong work ethics and management skills, including accountability for oneself and others. They must also have the ability to quickly grasp the values and service standards of San Joaquin County and build collaborative working relationships within and outside of the organization. Candidates should have an in-depth understanding of the Elections Code and have demonstrated experience in management, supervision, employee development, budgets and activities of an Elections office. Candidates must demonstrate their ability to engage in public speaking opportunities in promoting voting, as well as effectively work with all news media outlets.

About the department

The Registrar of Voters Office conducts fair, accurate, secure and transparent elections and serves all of our "customers" (voters, candidates, campaigns, interested observers, community groups, etc.) with the highest level of integrity and efficiency.

The Registrar of Voters Office is a part of the County Administrator's Office and is responsible for conducting fair and impartial federal, State, local and school elections. Other functions of the Registrar of Voters Office include voter registration, election administration, candidate information and campaign disclosures. San Joaquin County has approximately 380,000 registered voters and maintains a current staff of 20 full-time positions, with seasonal employees hired for each election.

Recruitment Announcement
0921-HB1500-EX

Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202
Phone: (209) 468-3370

SAN JOAQUIN
—COUNTY—
Greatness grows here.

Make San Joaquin County your new home!

A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond. Additionally, the Stockton Metropolitan Airport offers flights to multiple locations each week.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



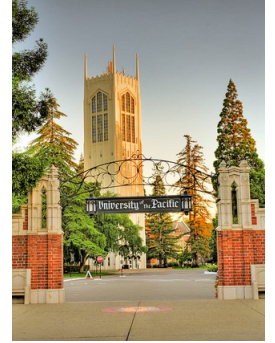
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Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



Agriculture

The county is one of the most agriculturally rich regions in California. Almonds, milk and grapes are the leading commodities. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Walnuts and eggs round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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Typical Duties

This class, under administrative direction from the County Administrator, manages, administers, coordinates, and directs the operations of the Registrar of Voters Division.

- Plans, organizes, and directs the work of the Registrar-Elections section staff in all aspects of elections held in the County in accordance with federal and state laws.
- Acts as elections consultant to schools, districts and cities and their attorneys;
- Coordinates procedures with the Secretary of State's Office and the Elections and Reapportionment Committee of the State Legislature.
- Acts as filing officer for campaign disclosure reports and statements of economic interest under the provisions of the Political Reform Act of 1974 .
- Prepares, presents, and administers the department's budget.
- Attends meetings and conferences as a representative of the County; addresses groups and individuals to inform them regarding the mission of the Registrar of Voters Division.
- Plans and manages all phases of the election process, including but not limited to:
 - preparing election calendars and official publications
 - preparing and ordering official ballots, sample ballot pamphlets, and other elections supplies
 - consolidation of precincts and selection of polling places
 - issuing and processing of absentee voter ballots
 - managing election day procedures
 - establishing required boards for the return, processing and counting of ballots on election nights
 - canvassing of the vote
 - preparation of Statements of Vote

Desirable Qualifications

Education: Graduation from an accredited college or university, with a major in public administration, business administration, the social sciences, or a closely related field.

Experience: Five years of administrative, supervisory or managerial experience in a California public agency, including or supplemented by experience that would provide familiarity with California Elections Code and election procedures.

Substitution: Additional qualifying experience may be substituted for education on a year-for-year basis.

AND

License: Possession of a valid California driver's license.



Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness program, please click to visit the [SJC Engage website](#).

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Compensation and Benefits

Approximate Annual Base Salary:

\$124,215- \$150,984

In addition to the base salary, the County offers a Cafeteria Plan in the annual amount of \$24,023 which is considered the employer's benefit contribution and may be used to purchase medical, dental, and vision coverage. Depending on the health plan selected, premiums not paid by the Cafeteria Plan allowance will be the employee's responsibility through a pre-tax deduction. Unused monies are paid as additional salary.

The County also provides:

- A 5% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to 15 8-hour days annually
- Annual car allowance

Potential cashable compensation

	Step 1	Step 5
Annual Salary	\$124,215	\$150,984
5% Deferred Comp	\$6,210	\$7,549
Vacation cash-out	\$7,166	\$8,710
Annual Car Allowance	\$7,020	\$7,020
Cafeteria	\$24,023	\$24,023
Total	\$168,634	\$198,286

For more information, please access the County's benefits website: sjgov.org/departments/hr/benefits

This class is exempt from the San Joaquin County Civil Service system and is an "at-will" position .

Compensation and Benefits

- 1937 Retirement Act plan — reciprocity with CALPERS
- 125 Flex Benefits Plan
- 12 days sick leave annually — unlimited accumulation
- 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- 14 paid holidays per year
- 10 days administrative leave per year

Recruitment Incentives*

- Reimbursement of qualifying moving expenses up to \$5,000.
- Vacation accrual rate consistent with candidate's total years of public service.
- Sick leave credit up to 160 hours of unreimbursed sick leave from the prior public sector employer.

**Recruitment Incentives may be available. Incentives must first be approved by the County Administrator.*

Application and Selection

If warranted by the number of applicants, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in the selection processes.

Final candidates will be interviewed by the County Administrator, with confirmation appointment by the Board of Supervisors .

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a drug screening test as well as DOJ Live Scan fingerprinting.

To apply, submit a completed application and supplemental questionnaire on or before the final filing date.

Visit our [webpage](#) or scan this QR code with your smartphone's camera to access the application.

Final Filing Date: XXXX XX, 2021



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