

Salary and Benefits

**\$148,621 per annum
Plus Excellent Benefits Package**

- 14 paid holidays
- 80 hours paid administrative leave
- Up to 160 hours annual paid vacation
- 96 hours annual sick leave with unlimited accrual
- 401(k) with County contribution of 2 times employee contribution up to 8% of base pay
- 457 Deferred Compensation Plan match of 1 time employee contribution up to 1% of base pay
- County provides 7% of base salary plus \$512.22 per month toward employee's retirement contribution
- \$498.33 per month benefit plan for health, dental, AD&D, and voluntary life insurance
- Medical premium subsidy to offset dependent coverage
- Paid vision insurance for employee and dependents
- Paid Long and Short-Term Disability Insurance
- \$50,000 Term Life Insurance
- Variable Group Universal Life Insurance: County contributes 50% of the premium for 1 time annual base salary
- Retirement Medical Trust Fund (VEBA)
- Medical Expense Reimbursement Plan (FSA)
- \$1,000 tuition or membership reimbursement per year
- Automobile allowance of \$1,216.67 per month
- Health club membership reimbursement up to \$324 per year
- Relocation assistance

Benefits Calculator: www.sbcounty.gov/hr/Benefits_Home.aspx

County of San Bernardino



Located in the heart of Southern California, the County of San Bernardino is the largest county in the contiguous United States. Its vast borders stretch from the greater Los Angeles area to the Nevada border and the Colorado River, encompassing a total area of 20,160 square miles. The County is comprised of 24 cities, with over 2 million residents. Its assets include numerous colleges and universities, a strong, diverse workforce, and an unparalleled collection of highways, runways, and railways that lead to regional, national, and international business centers. The County also benefits from natural assets such as acclaimed mountain resorts, local, regional, and national parks, and western rivers.

The County of San Bernardino Invites Applications for Registrar of Voters



SAN BERNARDINO COUNTY GOVERNMENT CENTER

**\$148,621 per annum
Plus Excellent Benefits**

The Position

The County of San Bernardino is recruiting for a Registrar of Voters (ROV) to direct the operations and functions of the ROV Office. The ROV is responsible for planning and organizing all election-related activities, including registering voters, maintaining the voter register, planning the relocation of precinct boundaries, updating the precinct maps, and preparing election calendars, ballots, and bulletins. In addition, the ROV assists candidates and special districts with election procedures and preparations, and stays abreast of new and upcoming election-related legislation and regulations. As the department head, the ROV is responsible for department policy, personnel management, and the preparation, justification, and administration of the annual department budget.

This position is in the Unclassified Service and serves at the pleasure of the appointing authority.

The Department

The Registrar of Voters Office is tasked with conducting efficient and impartial elections and providing the means by which every eligible citizen in the County can exercise their voting rights and privileges, as provided by local ordinances and the California and Federal Election Codes. Elections are conducted utilizing the Sequoia Voting System. The current primary goals of the department are to increase voter participation in the electoral process and to maintain and expand a directory of experienced and dependable poll workers.

The department is organized into seven sections: Administrative Services, Computer Operations, Precinct Planning, Polling Place Operations, Election Services, Voter Services, and Poll Worker Recruitment and Training. The ROV oversees a staff of 29 regular workers with seasonal workers added during election times. The department budget for fiscal year 2010-11 is approximately \$7.4 million.

Contact Information

For further information contact:

Tammy Ballesteros

County of San Bernardino Human Resources

157 West 5th Street, 1st Floor, San Bernardino, CA 92415-0440
(909) 387-5565 TTY Users: 711 Fax: (909) 387-5792

www.sbcounty.gov/hr ♦ EEO/ADA Compliant



The Qualifications

The ideal qualifications consist of a combination of education and experience commensurate with the responsibilities of the position and should include five years of current high-level management experience in a voter registration and election organization with responsibility for election planning, budget administration, and personnel management. A Bachelor's Degree in business or public administration or a closely related field is preferred.

The ideal candidate will be a progressive, results-oriented leader, a strategic planner with a demonstrated record of achievement in the administration of voter registration and election programs, and knowledgeable about the laws and regulations governing elections in the State of California. This candidate must also have the ability to effectively problem-solve, establish and maintain cooperative working relationships, provide excellent customer service, and effectively communicate both orally and in writing. Additionally, the ideal candidate will be financially savvy and possess the flexibility to adapt to and lead through change, as well as embrace and implement new ideas. Experience utilizing California approved elections technology is highly desired.

Application and Selection Process

To be considered for this exciting career opportunity, please submit a completed County application or detailed resume. The selection process will consist of a competitive evaluation of qualifications. Candidates who demonstrate exceptional qualifications will be referred to the appointing authority for a selection interview.

Applications will be accepted until a sufficient number of qualified applications have been received; interested candidates should apply as soon as possible.

Applicants are encouraged to apply online at:

www.sbcounty.gov/hr

Detailed resumes may be emailed to:

ExecRecruit@hr.sbcounty.gov