



AUDITOR | CONTROLLER
COUNTY CLERK | ELECTIONS



2023 JOB RECRUITMENT

ASSISTANT REGISTRAR OF VOTERS

ANNUAL SALARY: \$120,886 - \$144,461

THE ORGANIZATION

Kern County is focused on three strategic goals:

- Enhancing the quality of life for our residents
- Becoming a model of excellence in how we manage our business and workforce
- Developing and growing a thriving, resilient regional economy

We'll achieve this by investing where it benefits our community most, delivering sustained value in programs and services, strengthening our fiscal outlook, preparing for the future, developing our workforce, delivering smart change, developing strong public and private partnerships, and diversifying our tax base.

THE COMMUNITY

Kern County is the third largest county in California geographically with over 8,000 square miles of beautiful mountains, valleys, and deserts. As one of the most affordable regions in California, Kern County is an ideal place to both live and raise a family. Population growth remains high, bolstered by a young population, growing job opportunities, and affordable home prices. According to the 2022 census, Kern County has nearly 917,000 residents.

Kern County is the nation's leader in agriculture production and is the energy capital of California. Our region's economy is diversified with tourism, transportation, logistics and advanced manufacturing, aerospace and defense, energy and natural resources, health care services, and a growing technology sector. We maintain a business-friendly atmosphere and offer an enterprising approach to growth and development.



THE OPPORTUNITY

This position provides an opportunity to lead Kern County residents through timely, transparent, and organized elections. In partnership with Kern County's Auditor-Controller-County Clerk, the Assistant Registrar of Voters will be responsible for the administration and operation of the Elections Division, with the primary responsibility of ensuring elections in Kern County are fair, transparent, and secure, all while maintaining the highest integrity. With a commitment to service excellence, community, and innovation, this position will provide Kern County voters with the valued partnership needed for successful elections.

Our next Assistant Registrar of Voters is someone who will not just manage the day-to-day operations of the Elections Division but will bring vision and implementation to a diverse and growing community. We're looking for a change agent who will build relationships, enhance services, and develop collaborative strategies to enhance outcomes.

DO YOU HAVE WHAT IT TAKES?

Graduation from an accredited college or university with a bachelor's degree and three (3) years of progressively responsible experience in elections operations or administration, accounting, human resources, or business office management or other related administrative, supervisory, or management experience.

OR

Two (2) years of experience as an Elections Division Manager or closely related position.

OR

Any equivalent combination of education, training and/or experience to successfully perform the essential functions of the job.

Possession of a valid California Driver's License is required at the time of appointment and throughout tenure.

Preferred Qualifications:

- Project Management certification and/or experience
- Recognized industry-related certifications in election processes.

OUR ELECTIONS OFFICE

The Kern County Elections Division is a growing division of the Auditor-Controller-County Clerk's Office and currently serves over 440,000 registered voters. The Auditor-Controller-County Clerk is the Registrar of Voters and is responsible for maintaining election-related documents such as the voter files, affidavits of

registration, and precinct records. In addition, the Division performs all federal, state, and local elections, including special elections for cities and special districts. The Division is staffed with 22 authorized positions to facilitate over 106 poll sites during each county-wide election requiring training, coordinating, and deployment of over 1,600 temporary election workers to staff those sites each election day.

OUR IDEAL CANDIDATE IS:

The Kern County Elections Division is looking for a dynamic and dedicated leader to join our team as the Assistant Registrar of Voters. We are actively seeking a highly qualified and passionate professional to contribute to the success of our election administration efforts. This is an opportunity to be at the forefront of our mission to uphold the principles of fairness, transparency, and accessibility in the democratic process.

As an Assistant Registrar of Voters with Kern County, you will play a vital role in shaping the future of our community by ensuring the integrity of the electoral process. We are looking for a candidate who can bring the following key qualities to our team:

- **Legal Acumen:** The ability to understand and implement laws, regulations, and compliance requirements at the local, state, and federal levels is essential. Our candidate must be committed to upholding these legal standards.
- **Community Engagement:** We are seeking someone with a history of successful community engagement, aiming to improve voter participation and foster trust among Kern County residents.
- **Tech Proficiency:** Proficiency in modern election technology and software is crucial for maintaining the accuracy of voter records and secure election system operations.
- **Project Management:** The Assistant Registrar of Voters should be a skilled project manager capable of overseeing large-scale election operations, resource coordination, and able to meet critical deadlines.
- **Leadership Abilities:** Our ideal candidate will have experience in leading and motivating teams, as well as developing a collaborative and productive work environment.
- **Data Analysis:** Proficiency in data analysis is a significant advantage for identifying trends, assessing the effectiveness of election programs, and making data-driven decisions to improve voter services.



THE PACKAGE

- The salary range for the position, depending on experience, is \$120,886 - \$144,461
- 401(a) defined benefit retirement plan
- 457(6) deferred compensation plan with up to 6% employer match
- Employer paid \$400,000 life insurance coverage
- Alternate life and disability insurance plans available
- Generous vacation and sick leave accruals

HOW TO APPLY

Submit your cover letter and resume to PharrisK@kerncounty.com by **Friday, November 10, 2023**. If you want to gain an advantage over the competition, please be sure to include the following:

- Details of your professional experience in elections or other administrative and management experience required for the position
- Scope of responsibility
- Number and level of staff managed
- Education, relevant certificates/licenses, and specialized training
- Three (3) professional references

