

The attached document was submitted to the
Washoe County Board of Commissioners during
the meeting held on 10/17/17.
by Manager's Office
for Agenda Item No. 10
and included here pursuant to NRS 241.020(8).

ASSISTANT REGISTRAR OF VOTERS

In my current position, I am responsible for the daily administrative and technical operations of the Washoe County Registrar of Voters Department under the general direction of the Registrar of Voters. I possess practical and proven knowledge of the day-to-day activities associated with voter registration and election related activities. Likewise, I monitor administrative functions, ensure policies, procedures, and regulatory mandates are being followed while contributing to the overall quality of the department's service provisions by reviewing and implementing continuous process improvements. I have proven effective leadership and interpersonal skills with the ability to coordinate and work with groups as well as coordinate activities between departments and other outside organizations. Equally important is my experience with time management and the capability to create and maintain complex schedules and meet stringent deadlines along with strong, clear, and effective performance in difficult and high-pressure environments. Finally, I thrive in an active learning environment and have an intrinsic drive for continued knowledge, skill enhancement, and dedication to public service.

PROFESSIONAL EXPERIENCE

Washoe County Registrar of Voters – Assistant Registrar of Voters 2013 – Present

- Supervise and coordinate the organization's services and activities, recommending and implementing enhanced policies and procedures
- Supervise both permanent and temporary employees, participate in staff selection, provide training on proper work methods and techniques, assigning and reviewing work, conducting performance evaluations, and implementing discipline and conflict resolution procedures when necessary
- Supervise and manage County-wide redistricting process, change precinct and district boundary lines due to annexations and/or reapportionment to ensure all registered voters are assigned to the proper precincts; work closely with Technology Services to ensure the proper preparation and maintenance of election district and precinct maps accurately reflect the correct precincts and political subdivisions
- Responsible for election ballot set up in the department's Data Information Management Systems, including appropriate testing and proofing of all election balloting materials; reviewing and proofing sample ballots and sample ballot facsimiles; and ordering and testing all absent ballots and absent ballot materials.
- Supervise all areas of absent ballot processing and ensuring all Federal Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) regulations are met
- Responsible for election night tabulation of election night results to ensure statistical reporting is provided to the Nevada Secretary of State's Office in a timely manner
- Act on behalf of the Registrar of Voters in his/her absence in all matters, including the authority to make decisions regarding the departments operations and standard election procedures and speak with the media when necessary
- Oversee special projects related to voter registration, voter registration maintenance projects, or other related voter registration activities; identify alternatives and provide procedural or process changes and alternatives; provide relevant reporting to the Nevada Secretary of State's office when requested

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County Manager

- Accurately interpret state and federal laws and regulations, as well as County policies and procedures, and accurately provide information to political parties, elected officials, and candidates, and provide subject matter expert testimony to the Nevada State Legislature when needed
- Coordinate and prepare all candidate filing information and procedures, create candidate filing packets, and compile and report all officially filed candidates to the Nevada Secretary of State's office
- Maintain and update the Washoe County Registrar of Voters website, including weekly voter registration statistics and reports, volunteer and voter registration drive web pages, and all candidate and election related content
- Responsible for all department purchasing, monitoring the department's assigned budget, reconciliation of funds and audit of fiscal records to ensure financial integrity
- Work closely with various County departments, such as the County Managers Office, the Communications Team, County Libraries, Reprographics and Print Solutions Department, and the Sheriff's office to ensure secure and successful elections for Washoe County

Washoe County Registrar of Voters - Election Specialist 2011-2013

- Provided general office support, voter registration activities and voter database maintenance projects
- Coordinated and facilitated the 2011 Reapportionment project which included the redistricting of all the political subdivisions within the County
- Responsible for all voters precinct and district assignments as well as maintaining the street index in our voter registration database (DIMS-Data Information Management System)
- Primary election related area of specialization was absentee ballot management including ballot ordering, issuing and receiving of vote-by-mail and absentee ballots, and providing for our Uniformed and Overseas Voters (UOCAVA), which included issuing and processing ballot by election transmission to those covered voters
- Created and prepared all voting materials, instructions, and other relevant voting literature for all vote-by-mail and absentee voters

Washoe County Department of Social Services - Office Assistant II 2007-2010

- Clerical support for the Permanency Division as well as filing and various other tasks for social workers in assessment, permanency, and adoption units.
- Coordination and management of daily activities such as filing, copy jobs for subpoenas, vehicle attendance, transporting records and children in Washoe County Custody.
- Training new employees and cross training of existing employees as needed.
- Experience in compliance with Nevada State statutes, laws, codes, and regulations with regards to Child Protective Services.
- Collaboration with other County agencies as well as outside agencies including law enforcement, health care providers, educational institutions, and child care facilities.
- Special projects in support of the department including updating and replacing departmental forms, compiling and creating sample files, updating the policy and procedures manual for filing, and updating information into the Unity system.
- Appointed team leader of coordinating and implementing car seat inventory for the department's motor pool.

- Creating and updating complicated spreadsheets using Excel for tracking all of the outside provider contracts (100+) and contractor information for the staff responsible for doing the department contract administration.
- Created provider expenditure spreadsheets which included graphical representations of cost by category and total expenditures per provider to be used by department budget and management teams.
- Assisted the State Site Coordinator during the Federal Child Family Services Review, including contact coordination, mailings, interview scheduling, case preparation, and file management.
- Facilitate the coordination of training courses and maintained extensive records for future reference concerning staff compliance with both Department and County policy with regards to Defensive Driver's Training and Washoe County Department of Social Services GPS, IRS, and DUI Policy Training.

Windermere Real Estate, Reno, NV - Administrative Assistant 2005-2006

- Supported Broker and all Real Estate Agents in the office
- Created contact and sales reports for the Broker
- Created and maintained databases and other essential functions
- Maintained and updated listing files and websites
- Scheduled and verified appointments for clients, real estate agents, and the broker

Peppermill Hotel Casino, Reno, NV - Dealer 1992-2004

- Worked almost exclusively on high limit table games
- Close working relationship with supervisors, co-workers, and customers
- Taught and supervised new employees on table games during their training period
- Took on leadership role as a two year member of the employee toke committee, responsible for the collecting, counting, and submitting employee tips to payroll

EDUCATION

University of Nevada, Reno 2000-2006

- Master in Arts-Major in Economics - Awarded Top Scholar, December 2006
- Bachelor of Science in Business Administration - Major in Economics, May 2004

Thesis Preparation: Analysis of economic integration, the role of fiscal and monetary policy, and economic convergence in the European Union, with specific regards to the recent enlargement.

TECHNICAL SKILLS

- Windows and Macintosh Operating Systems
- Microsoft Office Suite: Word, Excel, Access, Power Point, Outlook, Publisher
- Dominion Voting Systems including WinEDS, ImageCast Central (ICC), ImageCast X (ICX) Prime with VVPAT, and Democracy Suite
- Data Information Management Systems (DIMS) voter registration system– ES&S
- SAP
- Cascade Web Content Management System