



## CLASS SPECIFICATION

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FLSA: exempt

### REGISTRAR OF VOTERS

#### **DEFINITION**

Under general direction of the County Manager, plans, organizes, directs and manages the operations of the Registrar of Voters Department; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in public administration, business administration or a closely related field AND four years of full-time administrative level experience as a City or County Clerk, or in an elections, government relations, legislative or public sector field to include experience with policy development and interpreting local, state and federal election law and two years of lead or supervisory experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize and coordinate elections which includes hiring and training election staff, arranging for voting and training facilities, developing the election database, ensuring accuracy of data, printing ballots, purchasing, maintaining and repairing voting system hardware, ordering, preparing and distributing supplies, and performing all work required by election law.

Manage the day-to-day operations of the department; monitor all administrative functions to ensure policies and procedures are being adhered to, and that accurate records and files are maintained.

Supervise and direct the maintenance of voter registration records in compliance with federal and state law.

Supervise assigned staff, including interviewing and selecting staff; providing staff training in proper work methods and techniques; assigning and reviewing work; conducting performance evaluations; implementing discipline and conflict resolution procedures when necessary.

Effectively represent the department to the general public, elected officials, other government agencies and media.

Propose and monitor federal and state legislation, provide information and testimony to lawmakers and manage implementation of changes.

Supervise election set up in the department's Data Information Management Systems software, including ordering, testing and quality control to ensure all absentee counting machines are functioning properly and an accurate number of paper ballots per precinct are ordered.

Supervise set-up of election in Voting Systems software; ensure that all ballot combinations are prepared correctly, voting equipment is assigned properly and that all such equipment is tested and loaded according to procedure.

Develop and administer the department budget to include projecting future budget needs to maintain service requirements and meet changing statutory mandates.

Develop and implement Department policies and procedures and ensure compliance with Department and County policies and procedures.

Evaluate department performance by reviewing work methods and procedures and implementing changes in work processes to enhance efficiency.

Supervise establishment of new or modified precincts as required by population changes and district boundary changes within Washoe County and the preparation and maintenance of maps showing political subdivisions.

Compile statistical reports on subjects such as voter registration, voter turnout, voting trends and other related issues.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Department policies and procedures.

Countywide personnel policies and procedures.

Laws, regulations, and procedures governing voter registration and elections.

Computer software and hardware specific to the department.

Washoe County budget processes and pertinent policies and procedures of other County departments such as Budget, Purchasing, and Risk Management.

Washoe County strategic planning objectives and goals.

#### **Ability to:**

Plan, organize, coordinate and direct the operations of the Registrar of Voters Department.

Evaluate operations, including work procedures and processes, to determine their effectiveness and efficiency; develop and implement operational alternatives.

Effectively represent the department in various forums such as meetings, conferences and before Boards or the Legislature.; coordinate with the Nevada Secretary of State's office on various activities related to the election process.

Analyze federal, state and local laws and regulations and develop compliant and logical procedures accordingly.

Evaluate the administrative operations of the department for regulatory compliance and efficient operation.

**Entry Level** *(Applicants will be screened for possession of these through, written, oral, performance, or other evaluation methods.)*

**Knowledge of:**

Laws, rules, regulations and procedures governing voter registration and election operations.

Automated voting methods, computerized registration systems and computerization of election returns.

Principles and practices of management and supervision; including program planning, development, implementation, and administration.

Computer record maintenance systems.

Principles of budget preparation and fiscal accounting.

**Ability to:**

Develop and adapt election procedures to meet requirements of new laws.

Communicate effectively, both orally and in writing with people of diverse backgrounds.

Prepare statistical reports on issues related to Department operations.

Make presentations and represent the Washoe County Registrar of Voters Department in various public forums such as County Commission meetings.

Develop and administer a department budget.

Evaluate operational problems or situations and develop solutions.

Evaluate work priorities, procedures, and processes for effectiveness and efficiency.

Interpret, understand, and apply technical information such as reports, statutes, rules, and regulations.

Supervise personnel, including training, assigning and reviewing work, administering discipline, and conducting performance evaluations.

Plan, organize, and manage operations at multiple work sites, with responsibility for delivering services to the electorate.

Recognize politically sensitive situations and handle them with tact, objectivity, and fairness.

Establish and maintain effective working relationships with appointed department heads, other agencies, elected officials, departmental staff, and the general public.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in both a professional office and warehouse environment. Must be willing and able to work long hours, night and weekends in preparation for and during primary, general and special election cycles. Ability to use office equipment including computers, copiers, telephones and FAX machine. Ability to lift and move objects weighing up to 25 lbs.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*