Compensation and Benefits

Compensation: $129,489 — $195,992 annually. Starting annual salary will be dependent on qualifications, and career accomplishments. This unclassified position is subject to the provisions of the County’s Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 14.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- Retirement Plan – The successful candidate will participate in a defined benefit plan.
- Cafeteria Benefit Plan – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% of the employee’s monthly salary.
- Flexible Spending Accounts – In addition to tax-free medical and dependent care spending accounts, the County contributes $75 per month to the Dependent Care Spending Account.
- Savings Plan (401k) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.
- Deferred Compensation Plan (457) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.
- Holidays – 12 paid days per year.

HOW TO APPLY

Please go to: http://bit.ly/2t0yqID to create an online profile and submit your application, cover letter, resume, degree verification, salary verification, and three professional references.

FOR CONSIDERATION

This unclassified position will be open from June 30, 2017 until filled. Qualified candidates are encouraged to apply by July 14, 2017 for first consideration.

For confidential inquiries, please contact:
Kesha McCullough
Department of Human Resources
Talent Acquisition Division
Telephone (213) 893-9770
Email: kmccullough@hr.lacounty.gov

Los Angeles County Registrar-Recorder/County Clerk

Invites Resumes for:
Assistant Registrar-Recorder/County Clerk, Information Technology Bureau
Open from June 30, 2017 until filled

Los Angeles County
Registrar-Recorder/County Clerk
The County of Los Angeles, listed in *Forbes Magazine* as one of America’s Best Employers for 2015, 2016, and 2017, is the largest employer in Southern California with more than 109,000 employees in over 34 departments. The County provides vital, wide-ranging services to a diverse population of 10 million people. Los Angeles County has more residents than any county in the nation. Within its boundaries are 88 cities.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. The Board of Supervisors serves as both the executive and legislative branches for the County, and all unincorporated communities. With an annual budget in excess of $30 billion and over 34 departments, Los Angeles County employs more than 109,000 personnel to serve its diverse population.

**THE DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK**

In January 1968, the Departments of Registrar of Voters and County Recorder were merged by the Board of Supervisors and further merged with the County Clerk in January 1991 to form the Registrar-Recorder/County Clerk. Currently, the Registrar-Recorder/County Clerk has an annual budget of over $133 million and a budgeted workforce of 1,066. The major functions are:

- Registration of voters; maintenance of the voter registration file; conducting federal, State, local and special district elections; and verification of signatures on initiatives and referenda petitions.
- Recordation of real estate and other documents, and maintenance of birth, death and marriage records.
- Issuance of marriage licenses and performance of civil marriage ceremonies.
- Handling of Fictitious Business Name Filings and Indexing, qualification/registration of notaries, processing of servers and others, and miscellaneous statutory issuance of oaths and filings.
- Coordination of countywide records management and achieves.

**EXAMPLES OF KEY RESPONSIBILITIES**

- Advises the department leadership on aligning information technology vision with the department’s mission and enlists the support of stakeholders and government agencies.
- Formulates Information Technology and Information Security policies, standards, directives, or strategies and monitors their implementation and compliance.
- Plans, organizes, assigns, directs, and evaluates the information technology staff and services for the department.
- Plans and coordinates the preparation of the department’s Technology Strategic Plan and tracks accomplishments to ensure plan goals and objectives are achieved as scheduled.
- Assists in analyzing proposed legislation and in developing legislative proposals for the department.

**QUALIFYING EXPERIENCE**

- A Bachelor’s Degree from an accredited college or university in Information Technology, Computer Science, Information Systems, or Computer Engineering.
- Five (5) years experience in coordinating a complex information technology program for a diverse multi-service organization, including the planning, design, development, implementation, operation, and maintenance of information systems.
- Relevant experience coordinating or managing administrative functions which includes assisting with budget, personnel, fiscal, and other administrative functions of the organization, as well as the direction of engineering or technical function.
- Three (3) years of the qualifying experience must have been at the level of division head over a major organizational functional area.
- Proven track record managing and operating enterprise IT systems.

**LICENSE**

A valid California Class “C” Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**DESIRABLE QUALIFICATIONS**

- A Master’s Degree from an accredited college or university in Information Technology, Computer Science, Computer Information Systems, Computer Engineering, Business Administration, or closely related fields;
- Innovative leader who manages IT operations while providing enhanced business consultative services and project management experience from design, development, implementation through performance analysis;
- A results-oriented, politically astute professional, who builds trust, fosters accountability, and has a proven track record of managing complex state-of-the-art systems while building collaborative partnerships;
- Experience in performing duties at an executive level, including directing the management of budget and human resources pertaining to information services management in a large, complex organization;
- An exceptional manager who will foster growth, accountability and mentor a team of IT professionals;
- A customer focused manager who has success-fully supported a large 24/7 information technology organization with excellent customer satisfaction results; and
- A transformational technical leader with demonstrated ability in seeking best practices and identifying emerging trends in the best use of technology to support the advancement of the department’s operation.