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## Job details

Job 1 of 1

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Qualified candidates who meet the [Requirements \(please read "Requirements" Section below\)](#) are invited to apply by submitting an application **ONLINE ONLY** and fax or email supporting documents at the time of filing:

- 1) A resume with cover letter and employee number;
- 2) Copies of last three Reports of Performance Evaluation;
- 3) Copies of past two years' Time History Report;
- 4) Two writing samples (500 words each).

Requested materials should be emailed to [acortez@rrcc.lacounty](mailto:acortez@rrcc.lacounty) or faxed to (562) 462-1373 Attention: Andrea Cortez. In your email or fax, please provide your name, phone number, and position title.

All submitted documents will be evaluated. Only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background review which includes a review of their official personnel folder and reference check.

**Requirements** **Must be permanent employees of the County of Los Angeles who currently hold or have held the payroll title of Administrative Services Manager I or of equivalent or comparable classifications.****Desirable Qualifications** The ideal candidate should possess demonstrated skills and abilities to fulfill the following:

- Demonstrated ability to work independently with minimal supervision, and abilities in organizing and prioritizing multiple assignments in a fast-paced environment.
- Demonstrated experience in working effectively with all levels of staff and management, public and private organizations,

government agencies, community agencies or County departments.

- Excellent verbal and business writing skills.
- Professional demeanor.
- Good working knowledge of computer software, including but not limited to, Microsoft Excel, Word, Access, and PowerPoint.

## Duties

### **Elections Operations Bureau:**

Provides support to the Assistant Registrar-Recorder/County Clerk with special projects in the Election Operations Bureau through analysis, synthesis, and preparation of recommendations in budgetary, organizational, and operational processes;

Prepares analysis for use by management related to operations planning as well as budget and fiscal year forecasting/planning, responsibilities include the identification of relevant data sources, selecting appropriate methods of data collection and data analysis, and reporting conclusions, impacts, and recommendations, prepares analysis related to complex resource issues, compiles data and prepares reports required by bureau managers for election and budgetary planning, prepares detailed budget charts, tables, and spreadsheets, as needed, in support of a variety of budgetary analysis and special projects;

Provides support to the Assistant Registrar-Recorder/ County-Clerk with budget updates as needed, maintains, prepares and records budget entries, creates periodic status reports of budget and overtime cap balances;

Analyzes and evaluates the effectiveness of line operations in meeting established goals and objectives and provides advice related to potential benefits/uses of automation to improve efficiency of administrative support and program operations;

Directs, manages, organizes, supervises and oversees the work of seasonal temporary staff and coordinates their activities related to implementing processes and procedures to achieve goals of the program by: preparing, distributing and providing work load to achieve objectives, providing input and monitoring performance, implementing and evaluating plans, planning, analyzing, organizing, and evaluating the work of staff, ensuring uniform operations, monitoring completion of tasks, and providing coaching and training.

### **Election Information and Preparation Division:**

Provides support to the Division Manager, researches and analyzes information related to new and existing election laws, policies, voting trends, and voting systems, monitors legislative summaries for compliance with mandates and implementation of forthcoming legislation, policy and guidelines, evaluates the impact of assembly bills, senate bills, and local and statewide ballot initiatives/petitions on Division operations and Los Angeles County government, monitors ElecNet correspondence for information that impacts the Division, works with Campaign Finance reporting, including disclosure in compliance with local ordinance (Proposition B);

Makes technical, procedural, administrative, and personnel/staffing recommendations for program enhancement, conducts election related management studies for operational improvement, measures division work performance and compiles data, establishes and/or updates production and performance standards, participates in the development, implementation and/or maintenance of procedures for pre and post election operations, participates in the review and updating of election literature for public consumption and internal manuals;

Participates in the analysis, review, modification, and functional aspects of specialized election related technology;

Assists in the preparation of responses to public records requests, outside inquiries, and official correspondence, shares and exchanges information with other counties, Registrars, and/or election offices throughout the state;

Assists the Division Manager in implementing Department, Bureau, and Division goals and assists the Division Manager in budget preparation and analysis.

**Vacancy Information** The positions are located in the Election Operations Bureau at the Registrar-Recorder/County Clerk Headquarters, 12400 Imperial Highway, Norwalk, CA 90650.

**Available Shift** Day

**Contact Name** Andrea Cortez

**Contact Phone** (562) 462-3397

**Contact Email** acortez@rrcc.lacounty.gov

**Job Field** Administration

**Job Type** Administrative Support

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