



Job Announcement

POSITION

Registrar of Voters

SALARY RANGE

\$144,393.60 - \$202,176.00

LOCATION

Reno, NV

About the Position

The Registrar of Voters plans, organizes, directs and manages the operations of the Registrar of Voters Department; plans, organizes and coordinates 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. The Registrar of Voters serves as the face of the office and is frequently asked for media interviews and will provide updates and presentations to the Board of County Commissioners.

Manages the day-to-day operations of the department; monitors all administrative functions to ensure policies and procedures are being adhered to, and that accurate records and files are maintained. Supervises and directs the maintenance of voter registration records in compliance with federal and state law. The Registrar of Voters works across many County Departments to secure election workers, coordinate technology and secure adequate facilities.

Supervise assigned staff, including interviewing and selecting staff; providing staff training in proper work methods and techniques; assigning and reviewing work; conducting performance evaluations. 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.

About the Department

The Registrar of Voters Department with a staff of 19, is responsible for conducting primary, presidential preference primary, general, special, and district elections in Washoe County in conformance with the regulations set forth by the Nevada Secretary of State. The office also offers nonpartisan, educational presentations to organizations that support voter registration opportunities and educate our community about voting in Washoe County. They also share election updates, educate the public about resources available to them, and solicit input and/or participation in the election process.



QUALITY
PUBLIC SERVICE



INTEGRITY



EFFECTIVE
COMMUNICATION



Ideal Candidate Criteria

Washoe County is seeking a strong, progressive leader for the Registrar of Voters position to oversee the Department responsibilities and staff. The Ideal Candidate will bring a firm understanding of Nevada election law and leadership/management experience; an understanding of the election process; be a strategic thinker and will establish and maintain collaborative and effective working relationships with the public, staff, elected and appointed officials and representatives of other governmental units.

Required Education and Experience

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; OR an equivalent combination of training and experience.

License or Certificate

- Must be a US Citizen.
- Possession of a valid driver's license required at time of appointment.
- Must be a registered voter in the State of Nevada or become a registered voter at the time of appointment.

Mission Statement

The Mission of the Washoe County Registrar of Voters Department is to ensure that each citizen of Washoe County who is eligible to register and vote is able to do so; that Washoe County's Elections are operated with the utmost integrity, transparency, and accountability; and that the department is known for excellence in customer service and the administration of elections.



EEO Statement

Washoe County is proud to be an equal opportunity employer and is committed to a diverse workforce that creates a sense of belonging for all employees and citizens, thereby encouraging persons from all backgrounds and experiences to apply for employment.

Washoe County will recruit, hire, train and promote into all job levels without regard to race, religion or belief, gender, marital status or domestic partnership, familial status, national origin, age, mental or physical disability, pregnancy, sexual orientation, gender expression or identity, genetic information (GINA), veteran status, political affiliation, membership in an employee association or union or any other protected class under applicable federal or state law.

Compensation & Benefits

The annual salary range for this position is \$144,393.60 - \$202,176.00. Washoe County also offers an exceptional benefits package which includes:

- Nevada PERS Retirement - Washoe County pays 100% of the PERS contribution for each full-time employee.
- Health, Dental, Life and Vision Insurance – Washoe County contributes 100% of the premium for each employee. Coverage includes medical, dental, vision, and life insurance. Washoe County also contributes 50% of the premium for dependent coverage.
- Note: New employees are automatically enrolled in the High Deductible Health Plan (HDHP) with a Health Savings Account. Employees become eligible for health benefits after 30 days of employment. Washoe County contributes up to \$2,500 annually into the employee's Health Savings Account (HSA).
- Vacation Accrual (120 hours per year, increasing with continued employment)
- Deferred Compensation plans available
- 12 Paid Holidays
- Sick Leave (120 hours per year, increasing with continued employment)
- Longevity Pay
- Merit Increases - Full-time employees eligible to receive an annual merit increase of 5% until the position classification's maximum salary is reached.
- Cost-of living adjustments - historical annual COLA increases for 2017 - 2024 have ranged from 2.5% - 5.0%
- There are no Social Security deductions (although a 1.45% deduction for Medicare is required)
- Nevada does not have state or local income tax*

Washoe County requires its employees to reside in the state of Nevada or neighboring California communities such as Truckee, South Lake Tahoe or Susanville as of their first day of work.

To be considered:

Submit the required application at: <https://www.governmentjobs.com/careers/washoecounty>

In addition, the following documents must be included with the application before the filing deadline in order to be considered:

- Compelling cover letter
- Three professional references
- Three letters of recommendation
- CV which includes how the applicant meets the Ideal Candidate criteria

If you have any questions about the position, please contact Julie Paholke, Human Resources Manager at 775-328-2089 or email jpaholke@washoecounty.gov



About Washoe County

Washoe County is located along the eastern slopes of the majestic Sierra Nevada Mountains in northwestern Nevada. The County covers an area of 6,600 square miles bordering California and Oregon. The County seat is the City of Reno, the fourth largest city in Nevada. Reno boasts a bustling downtown, diverse neighborhoods, Nevada's flagship state university, and a top-ranked international airport. Washoe County's recreation and outdoor experiences are second to none with 49 beautiful parks, 161 miles of trails, and more than 10,000 acres of open space. Nearby are the City of Sparks, the state's fifth largest city, and Incline Village at Lake Tahoe. The County's approximately 496,000 population is split with nearly half residing in the incorporated City of Reno, one quarter in Sparks and one quarter in the unincorporated areas. Residents and visitors enjoy the pleasant climate, abundant recreational activities, arts, entertainment, professional sports, and cultural events.

Washoe County Governance & Organization

A five-member Board of County Commissioners, elected by district, governs Washoe County. The Board appoints a County Manager who is responsible for policy implementation and overall operations. The County provides services as an administrative arm of the state, as well as a variety of regional and community services. The County has twenty-four departments managed by appointed department heads and an additional seven led by elected officials. Our organization employs over 3,000 people dedicated to serving the citizens of Washoe County. Please note that this recruitment will be managed in accordance with Nevada's Open Meeting/Public Records law. Applicant

information will remain confidential until such time as the candidate is selected as a finalist in the selection process. At that time, applicant information including candidate name, application, cover letter, resume, and other submitted information (with personal identification information redacted) may be provided to the Washoe County Board of County Commissioners as part of the Commission Meeting Agenda.

This is an unclassified position appointed by the Board of County Commissioners and serves at the pleasure of the Board of County Commissioners pursuant to NRS 244.164; and Washoe County Code 5.451.

Tentative Timeline

Applications accepted from August 21, 2024, through October 2, 2024.

Week of October 7, 2024

Screening Committee reviews candidate materials to identify top candidates with the most potential for success.

Week of October 21, 2024

Top candidates will be contacted for an interview.

Week of November 11, 2024

First round of interviews and Recommendation of top candidates to the County Manager.

Week of November 18, 2024

Second interviews of top candidates (2nd Interview Panel includes the County Manager and District Commissioner per recruitment policy established by the Board at the February 23, 2023 meeting).

Week of November 25, 2024

Chair and Vice Chair of the Board meet the top candidate.

Week of December 2, 2024

Required Background Investigation.

Week of December 9, 2024

Recommendation to the Board for Formal Appointment.

December 16, 2024

Estimated Hire Date.