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**ELECTIONS SPECIALIST SUPERVISOR**  
**County of San Mateo**  
**\$6,940 - \$8,675/Month**

**Join the Office of the People  
and contribute to the democratic process!**

The Office of the Chief Elections Officer and Assessor-County Clerk-Recorder is seeking qualified candidates for the position of **Elections Specialist Supervisor**. Under direction from the Elections Manager (Deputy Assessor-County Clerk-Recorder and Elections Officer), the Elections Specialist Supervisor will supervise the technical and office support staff and the activities in the Elections Office. The Elections Office conducts local elections serving 70 jurisdictions, including 20 cities, and maintains the voter registration rolls for over 390,000 registered voters out of 500,000 eligible voters.

San Mateo County is a recognized leader in elections administration throughout the State of California. On November 3, 2015, the County held the state's first countywide All Mailed Ballot local consolidated election. The County is presently pioneering the design and implementation of one of the State's first Remote Accessible Vote by Mail Systems and is developing a new, state-of-the-art voting system.

The ideal candidate will have a good working knowledge of the California Elections Code and the applicable federal, state and local laws governing the administration of elections, which include, but are not limited to, California's Elections Code, the federal Help America Vote Act (HAVA), the National Voting Rights Act (NVRA), the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), the Americans with Disabilities Act (ADA), and federal voting rights laws.

The ideal candidate will also:

- Be a hands-on collaborator with a positive "can-do" attitude
- Embody professionalism and expertise regarding Election's operations and regulations
- Communicate effectively both orally and in writing
- Be a critical thinker and creative problem-solver
- Empower and motivate employees to perform at the highest level
- Be highly organized, efficient and effective
- Work well in a fast-paced, lively and productive environment
- Be tech savvy

A typical way to qualify is 3 years of supervisory experience providing specialized office support in an elections office or similar environment.

This is an exciting time to join this office of committed, hard-working, efficient and highly effective election professionals!

**Final Filing Date: November 28, 2017**

To learn more about the position and to apply online, please visit our website at <http://jobs.smcgov.org/elections-specialist-supervisor-open-and-promotional/job/7349285>. Applications are only accepted online. EOE