



# Registrar Of Voters Recommendation

December 2022



## **Registrar of Voters**

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.



## **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



## **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.



## **Ability to:**

- 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.



# Selection Process



- HR creates/updates ROV position description



- County Manager reviews the position description and provides guidance



- Position is posted inviting applicants to apply

- 20 applications were received and evaluated by HR

- HR recommends 4 applicants to County Manager to interview based on prioritized qualifications





# Standard Selection Process



- **County Manager reviews all applications and selects the 4 recommended applicants for interviews**
- **Two of the applicants declined to interview**
- **Independent interview panel interviews the two applicants**
- **Interview panel makes a unanimous recommendation to County Manager**
- **County Manager interviews the two finalist candidates**



**County Manager recommends that the Board of County Commissioners appoint Jamie Rodriguez as the new Washoe County Registrar of Voters**



# Thank you

## Questions/Comments?

