



The Department of Personnel Services, Employment Services Division announces the exam for:

Election Manager

Exam # 27933-B

Approximate Monthly Salary: \$7,480.26 - \$9,093.24

DESCRIPTION

There is an additional 3.35% Management Differential which is added to the posted salary for this class.

Under general direction, the Election Manager directs, manages, supervises, and coordinates the activities and operations of a departmental program focused on planning and implementing election and voter registration activities; and coordinates assigned activities with other divisions, departments, outside agencies, and the general public.

MINIMUM QUALIFICATIONS

Either: One (1) year of full-time paid experience employed by the County of Sacramento in the class of Election Supervisor or two (2) years of full-time paid experience in the class of Senior Election Assistant.

Or: Two (2) years of full-time paid experience leading staff engaged in voter registration and election activities at the county or municipal level or above, performing duties at the level of the County of Sacramento class of Senior Election Assistant or higher.

Please refer to job announcement for cut-off dates.

(Final cut-off is at 5:00 PM on August 5, 2020)

Please see job announcement for important testing information. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.saccountyjobs.net.

IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."