

# TINA BELDING

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## SKILLS

- Demonstrated ability to provide exceptional customer service
- Ability to work independently and successfully lead a team in both the public and private sector
- Proven ability to handle difficult/unexpected situations under time constraints while managing multiple tasks and projects
- Excellent organizational skills and the ability to adapt to new or changing processes quickly and effectively
- Demonstrated ability to perform difficult and responsible technical tasks and analytical research

## EXPERIENCE

### **Yuba Co. Clerk-Recorder-Elections, Marysville, CA** *Elections Manager*

*Mar. 2025 - Present*

Assist Department Head in planning, managing, conducting and reporting all elections consistent State and Federal laws. Direct, train, and supervise staff. Assist with development and monitoring the division budget. Managing special projects. Prepare Board resolution packets. Collaborate with other county departments and vendors to ensure contracts, orders and deadlines are met. Put together grant reimbursement claims for submission and approval.

### **Placer Co. Clerk-Recorder-Elections, Rocklin, CA**

#### *Elections Technician Supervisor-Senior – Candidate Filing & Vote by Mail Units*

*Nov. 2022 – Feb. 2025*

Plan, organize, direct, implement processes/procedures and activities within the Elections Office. Review documents for department operations. Observe, identify, resolve problems by researching, interpreting, and applying applicable codes and regulations. Update, create procedures to streamline and train staff. Supervise staff and 80+ temporary staff intermittently within an election cycle. Identify potential problems and provide appropriate action, including alternatives. Time and Leave approvals. Write resolutions for Board agenda meetings. Oversaw election preparation, correspondence with vendors, issued and processed ballots, prepared for vote center processes and canvassing tasks including signature cures, vote by mail processing, adjudication, provisional and CVR review, 1% manual tally, and SOS reporting. Provided tours and insight of operations to the public and Election Integrity groups. Continued responsibilities described under Supervisor job specs.

#### *Elections Technician Supervisor – Candidate Filing & Registration Units*

*May 2020 – Nov. 2022*

Assign, supervise, evaluate, review, and participate in the work of staff responsible for elections functions. Establish schedules within the specific units; assist staff in assigned functional areas; identify resource needs and allocate accordingly. Assist in the implementation of goals and objectives. Conduct interviews, provide input in the selection of employees. Perform the more complex tasks including security plans for each election and public records requests. Facilitate group meetings to ensure deadlines are met and subordinates stay on task. Instruct and train temporary and permanent employees. Handled the office petty cash, recordkeeping, cash/credit card transactions and reconciling accounts. Performed marriages.

#### *Elections Technician Sr. – Candidate Filing Unit*

*Sept. 2018 – May 2020*

Oversaw and contributed with specific operations included in conducting federal, state, and local elections. Logging, archiving and purging documents. Preparation of slide presentations and associated paperwork, scheduling speakers, and facilitating candidate workshops and the high school outreach program. Provided informative workshops to central committees and city clerks. Assist candidates, officeholders, and districts with candidate filing, maintained district files. Verified, accepted, and uploaded financial disclosure statements. Collect election related information and compiled data. Prepared newspaper publications, composite ballot booklet and public binders for review. Provided and maintained excellent customer service to the public via phone, email, and in person as well as effective working relationships with fellow employees.

#### *Elections Technician Entry / Journey - Registration Unit*

*Aug. 2014 – Sept. 2018*

Data entry, compile data; summarize and maintain a variety of reports, records, lists, and files to keep voter rolls clean and up to date. Verify work for accuracy. Prepare registration documents and statistical reports. Maintain, index and cross-reference files. Assisted with state and local petition acceptance, signature checking and reporting. Creating and proofing election materials. Processing provisional and roster reconciliation. Assisted customers with passport applications, collected fees and sent off for processing. Ballot envelope signature verification. Daily use of modern office equipment.

### **Care Campus Children's Center, Grass Valley, CA** *Director/Teacher*

#### **Child's Play Children's Center, Grass Valley, CA** *Owner/Operator*

*Aug. 2014 – Aug. 2004*

Supervising staff and children; following state and local laws, implementing policies and procedures; training employees; general clerical, maintaining records, billing and receivables, timekeeping/approval, prepping/teaching lessons.

## EDUCATION

California Professional Elections Administration Credential Certificate

Dec. 2022

Sierra College, Political Science Course work – American Government

Jan. 2019

Sierra College, General Education & Early Childhood Development – 29 units

Jun. 2009

*References available upon request*