

COUNTY OF
SAN DIEGO

An Opportunity To Shape The Future Together



REGISTRAR OF VOTERS

ANTICIPATED HIRING RANGE: \$170,000 - \$190,000





THE POSITION

REGISTRAR OF VOTERS

The Registrar of Voters is an executive management position reporting to the Assistant Chief Administrative Officer. The Registrar leads the Department and provides eligible citizens of San Diego County with widespread and ongoing opportunities to register and vote in fair and accurate elections for all federal, state and local offices and measures; and provide access to the information needed to utilize the initiative, referendum, and recall petition processes.



REGISTRAR OF VOTERS DUTIES INCLUDE:

- Directs, plans, organizes, and coordinates the overall election activities of the Department
- Leads the planning, implementation, and evaluation of policies and programs
- Collaborates and communicates with the region's political jurisdictions, elected officials, County departments, community-based organizations, business, and/or election advocacy groups, as well as a myriad of stakeholders regarding the administration of elections
- Serves as the Department's media spokesperson
- Participates in national and state associations, including the California Association of Clerks and Election Officials (CACEO) to advance election official voices in policy decisions
- Works closely with the County's elected leadership and top executives in setting and carrying out the County's vision, mission and objectives for the Department
- Provides leadership and works alongside direct reporting managers to identify problems and formulate appropriate solutions; develops and retains highly competent, service-oriented staff; participates in programs and activities that promote workplace diversity and a positive employee relations environment
- Develops the Department's annual budget, and monitors revenue and expenditure transactions
- Administers, negotiates, and evaluates contracts



THE IDEAL CANDIDATE

The ideal candidate for this position will have executive level decision-making skills in the area of election administration, as well as organizational and political acumen in order to advise and provide direction for ROV programs and services. Candidates familiar with election administration principles, campaign finance, election technologies, voting procedures, and federal and state election laws are preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Strong consensus-building skills while developing and maintaining long-term effective relationships
- Seasoned communication skills - able to develop and foster relationships with a wide range of individuals while influencing public policy and organizational initiatives
- Interest in managing high priority, highly sensitive projects
- Meet deadlines despite rapidly changing priorities
- Calculated judgment with consideration of political impacts
- Detail-oriented while maintaining a global perspective
- Strong analytical and innovative problem-solving skills
- Forward-thinking approach to challenges and opportunities

ABOUT THE DEPARTMENT

The Registrar of Voters (ROV) is entrusted with providing the means for all eligible citizens of San Diego County to exercise their right to actively participate in the democratic process. With a current registered voter population of nearly 2.0 million, the Department is one of the top 10 largest election jurisdictions in the country. The Department works to ensure widespread, ongoing opportunities to register and vote in fair and accurate elections for all federal, state and local offices and measures. The ROV is also responsible for providing access to the information needed for citizens to engage in the initiative, referendum, and recall petition processes.

To ensure these critical services are provided, the ROV has a staff of 69 and a budget of \$29.5 million.



SALARY & BENEFITS



COMPENSATION: \$170,000 - \$190,000

BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance.
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit the website for the [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance up to \$15,000



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.



The County of San Diego and its employees embrace the *Live Well San Diego* vision: A region that is Building Better Health, Living Safely and Thriving. For more information, please visit www.livewellsd.org.



HOW TO APPLY

QUALIFIED CANDIDATES WILL POSSESS:

A bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalency AND five (5) years of management level experience that demonstrates the ability to perform the essential functions of the classification. Experience must include at least one (1) year of supervision.

Note: A master's degree or higher degree may substitute for a total of one (1) year of experience and cannot be applied to the required one year of supervision.

Applications and résumés may be submitted online at www.sandiegocounty.gov/hr; select the link for jobs. An evaluation panel will convene to review submittals and identify top competitors to be considered for further evaluation.

This recruitment will be opened continuously until the position is filled. Interested individuals are encouraged to apply as soon as possible.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable a qualified individual with disabilities to perform the essential functions of a job, on a case-by-case basis.

CONTACT INFORMATION

Questions regarding the position or department should be directed to Brandy Winterbottom-Whitney, Deputy Director of Human Resources at (858) 505-6324 or email: Brandy.Winterbottom-Whitney@sdcounty.ca.gov.

