



COUNTY OF
SAN DIEGO

ASSISTANT REGISTRAR OF VOTERS

Registrar of Voters

Anticipated Hiring Range: \$190,000 to \$210,000 Annually
Excellent Benefits

SanDiegoCounty.gov



The Position

The Assistant Registrar of Voters is an executive management position reporting to the Registrar of Voters (Director). The Assistant Registrar assists the Director in managing the overall responsibilities and activities of the Department to include providing 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 providing access to the information needed to utilize the initiative, referendum, and recall petition processes.

Duties include the following:

- Assists in planning, implementing, and evaluating policies and programs as well as advises the Director on policy and program development
- Identifies problems to formulate effective solutions, including implementing innovative efficiencies and process improvements to streamline election operations
- Leads the procurement and implementation of new IT systems designed to enhance voting systems and election management
- Collaborates 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
- Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, training and day-to-day management practices that support the department's mission, objectives, and service expectations; participates in programs and activities that promote workplace diversity and a positive employee relations environment
- Presents reports, recommendations, and information to the Board of Supervisors and other citizen/community groups
- Assists in developing the department's annual budget, and monitors revenue and expenditure transactions
- Serves as the liaison with public and private agencies, and provides information to County departments, the public, and agency representatives on departmental initiative activities

The Department

The Department's mission is to conduct voter registration and voting processes with the highest level of professional election standards, including accountability, security, and integrity, thereby earning and maintaining public confidence in the electoral process. The Registrar of Voters (ROV) serves over two million voters and provides election materials in 16 languages, providing the means for all eligible citizens of San Diego County to exercise their right to actively participate in the democratic process. 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 75 full-time permanent staff and a budget of \$40.4 million. Depending on type and complexity of the election, the Department hires hundreds of temporary election workers and thousands of poll workers.

For additional information, please review the [Registrar of Voters website](#).



The Ideal Candidate

The ideal candidate for this position will have sound decision-making skills and proven leadership experience in election administration, as well as organizational and political acumen in order to advise and provide direction for ROV programs and services. Candidates with systems implementation experience and familiarity with election administration principles, campaign finance, election technologies, voting procedures, and federal and California election laws are preferred.



Knowledge, Skills And Abilities Required:

- Strong consensus-building skills while developing and maintaining long-term effective working relationships with internal and external partners, stakeholders, and the community
- Highly effective communication skills, with the ability to relate to a wide range of styles and personalities of staff and various stakeholders with diplomacy and tact
- Strong analytical and innovative problem-solving skills, analyzing and integrating data from many sources to make informed decisions and recommendations
- Demonstrates collaboration and diplomacy while engaging with stakeholders, including political parties, advocacy groups and observer organizations
- Meet deadlines despite rapidly changing priorities
- Calculated judgment with consideration of political impacts
- Detail-oriented while maintaining a global perspective
- Forward-thinking approach to challenges and opportunities
- Ability to develop and implement policy and procedures related to the Department
- Current technologies and trends in election administration and voting systems

Minimum Qualifications

Five years of experience that demonstrates the ability to perform the essential functions of the classification. Experience must include four years of management level experience and at least one year of supervision; AND a bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency.

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

*Conducting voter registration and voting processes with the highest level of professional election standards, including **accountability, security and integrity**, thereby earning and maintaining public confidence in the electoral process*

Compensation & Benefits

The anticipated hiring salary range for this position is \$190,000 to \$210,000 annually. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance based and goal oriented. Other benefits include:

- 15 days of paid vacation, 12 paid holidays, 2 paid floating holidays, 13 days of paid sick leave, 10 days of executive time-off, and a total of 3 days of paid emergency child and/or older adult care leave per year
- Medical, dental, and vision 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 more information, visit [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for a relocation allowance up to \$20,000
- View the detailed Benefit Plan for [Unclassified Management \(UCL\)](#)



Why San Diego?

Enjoy a lifestyle that balances work and play:

- Pristine Coastline: Over 70 miles of beaches.
- Mild Weather: Average 72°F with 10.4 inches of annual rainfall.
- Diverse Geography: Snow-capped mountains, deserts, and vibrant cities.
- Culture & Entertainment: Petco Park, Gaslamp Quarter dining, and multicultural experiences.

County of San Diego Vision & Values



The County of San Diego and its employees embrace the vision of a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click here for more information on our [Strategic Plan \(sandiegocounty.gov\)](#).



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.

How to Apply

Application Process And Recruitment Schedule

1. Complete the online application at www.sandiegocounty.gov/hr; select Current Job Postings, Job Number 26223301U.
2. Attach your résumé and cover letter.
3. Attach a copy of your college degree, final transcripts or foreign studies equivalency certificate (if education was obtained outside of the U.S.)

Key Dates:

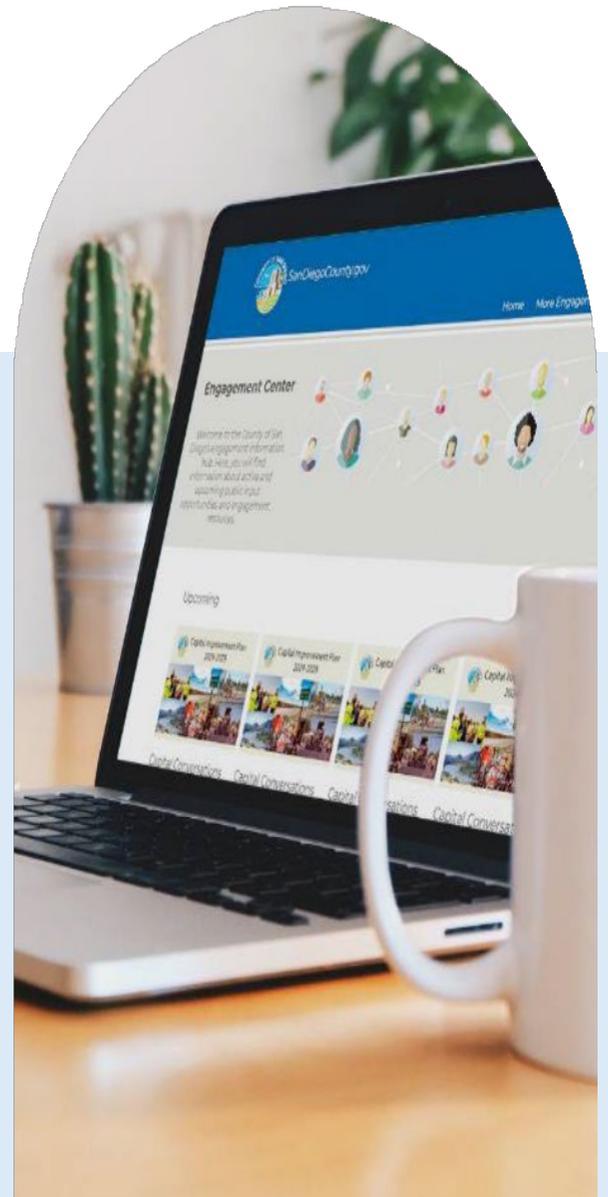
- First Resume Review: Week of March 23, 2026
- Interviews: Week of April 6, 2026
- Anticipated Start Date: May 2026

Special Notes

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application.

Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire



Contact Information

You may direct any questions regarding the application and selection process to Bryan Faircloth, Executive Recruiter, at Bryan.Faircloth@sdcounty.ca.gov.