



Chief, Departmental Operations

Election Services Division

Registrar of Voters

Anticipated Hiring Range: \$125,000 - \$145,000 Annually
Excellent Benefits

The Position

The Chief, Departmental Operations-Registrar of Voters, is an unclassified management position reporting directly to the Registrar of Voters (Director). The Chief oversees major operational functions of the Department's Election Services Division and is responsible for directing, coordinating, and evaluating all operational functions that support the successful administration of countywide elections. This role also leads the planning and execution of vote center, warehouse, and field operations, oversees large-scale poll worker programs, and ensures all logistical, financial, and compliance requirements are met with the highest standards of integrity and efficiency.

Specific duties include the following:

- Provides strategic leadership for the planning, organization, and execution of vote center, warehouse, and field operations, including the recruitment, onboarding, and payroll processing of approximately 3,000 poll workers.
- Oversees specialized poll worker programs, including high school, college, and bilingual recruitment initiatives, ensuring strong engagement and adequate staffing across all election needs.
- Develops, implements, and evaluates comprehensive training programs for approximately 3,000 poll workers, and collaborates on the development, testing, and deployment of electronic poll book voter flow modeling and training scenarios.
- Directs logistics and warehouse operations supporting more than 400 staff, including the Ballot Drop Box program; assembly, distribution, and retrieval of vote center supplies; maintenance and testing of ballot-marking devices; and all aspects of supply procurement, inventory and asset management, equipment deployment, and secure ballot transport.
- Manages vendor contracts and ensure adherence to financial controls, chain-of-custody protocols, audit standards, and all applicable regulatory requirements.
- Oversees post-election processes such as closeout, audits, record retention, and continuous improvement initiatives to enhance efficiency, security, and service delivery.
- Provides leadership, supervision, and performance management for staff responsible for poll worker recruitment, training, and logistics/warehouse operations; and maintain effective coordination with both internal partners and external stakeholders.



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 is an accomplished operational leader with strong decision-making skills and extensive experience managing complex, high-visibility public-sector programs. The candidate will bring expertise in election operations, along with the ability to guide major initiatives, strengthen internal processes, and support the Registrar of Voters in delivering secure, accurate, and efficient election services.

Experience with operational systems implementation, process improvement, and familiarity with election administration practices, technologies, and applicable federal and California election laws is highly desirable.



Key Competencies and Experience:

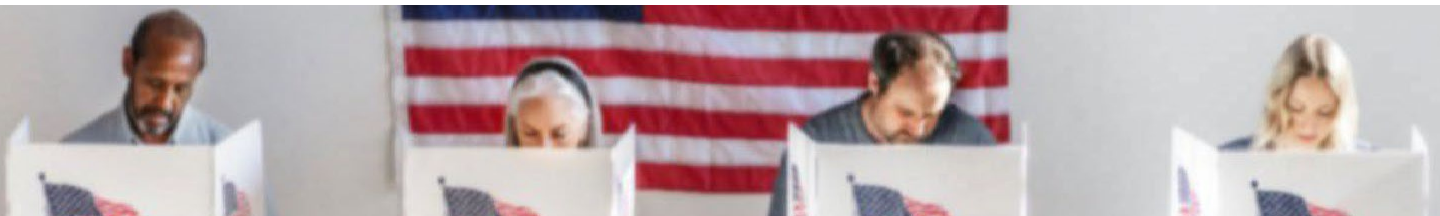
- Ability to build consensus and maintain effective long-term working relationships with internal teams, external partners, stakeholders, and community organizations.
- Strong communication skills, with the ability to convey complex operational information clearly and work effectively with diverse audiences using diplomacy and tact.
- Demonstrated analytical and problem-solving abilities, including integrating data from multiple sources to make informed operational decisions and recommendations.
- Skilled in collaboration and coordination with key stakeholder groups, including political jurisdictions, community organizations, and oversight entities.
- Strong judgment and situational awareness, including understanding potential political or community impacts of operational decisions.
- Knowledge of current technologies, tools, and trends relevant to election administration, operational management, and voting systems.

Minimum Qualifications

Five years of experience that demonstrates the ability to perform the essential functions of the classification which must include two years of management or supervision, AND a bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency. OR a combination of education and/or experience as stated above.

Note: A master's or doctoral degree from an accredited U.S. college or university, or a certified foreign studies equivalency, may substitute for up to one (1) year of the required experience.

Note: Qualifying experience will include CAO Group Analyst or Project Manager experience that involves leading projects.



*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*

Registrar of Voters

Compensation & Benefits

The anticipated hiring salary range for this position is \$125,000 - \$145,000 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 \$15,000
- 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 & Value



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 the following links to learn more about our [Strategic Plan](#) and our [Annual Report](#).



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: 26092704UROV.
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:

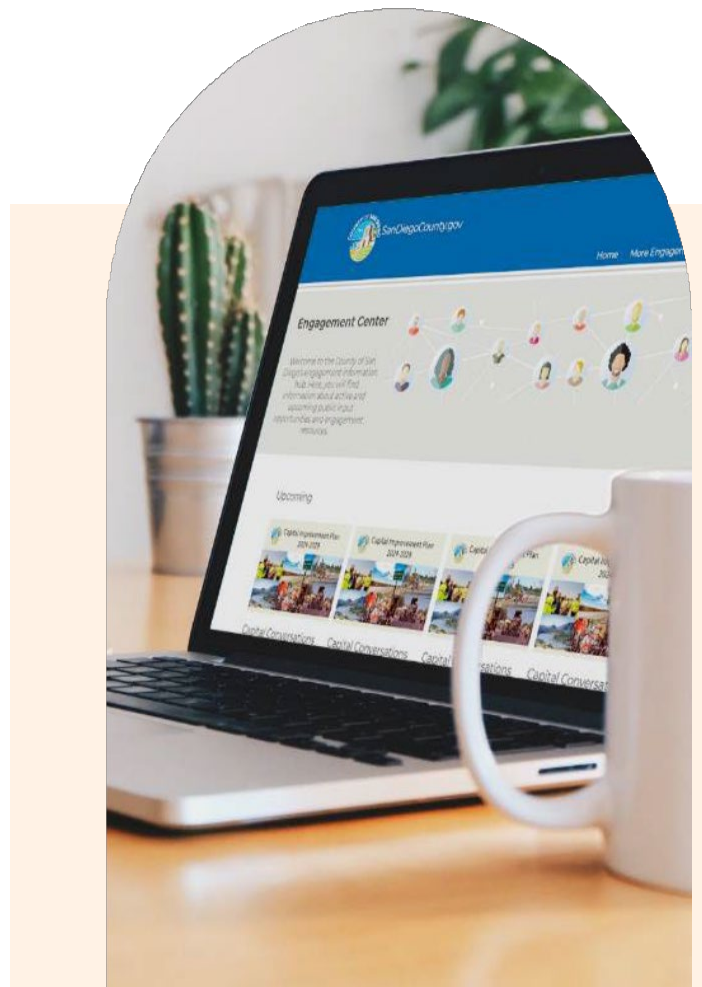
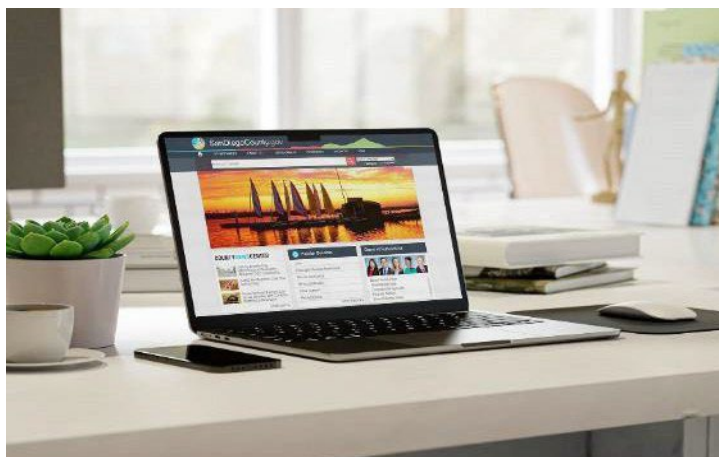
- Resume Review: Week of June 22, 2026
- Interviews: Week of July 6, 2026
- Expected Start Date: Month of August 2026

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 Jorge Puente, Executive Recruiter, at Jorge.Puente@sdcounty.ca.gov