



REGISTRAR OF VOTERS

Registrar of Voters

Anticipated Hiring Range: \$225,000- \$240,000 Annually

Excellent Benefits

SanDiegoCounty.gov



The Position

The **Registrar of Voters** serves as a pivotal executive leader, dedicated to guaranteeing that every eligible resident in San Diego County has consistent, secure, and accessible opportunities to register and vote in elections that are fair, transparent, and accurate. In this position, you will also be instrumental in providing the public with the information and tools needed to engage in democratic processes—including initiatives, referendums, and recalls—thereby promoting civic participation throughout the community.



Key Responsibilities

Lead and Oversee Election Operations: Plan, direct, and coordinate all election-related activities to ensure smooth and successful election processes across the County

Drive Policy and Program Excellence: Guide the development, implementation, and evaluation of department policies, programs, and best practices that support fair and inclusive elections

Build Strong Relationships with Stakeholders: Collaborate closely with political jurisdictions, elected officials, County departments, community organizations, business groups, and election advocacy organizations to support voter engagement and electoral integrity

Engage at the State and National Level: Represent San Diego County in associations such as the California Association of Clerks and Election Officials (CACEO), ensuring local perspectives are reflected in broader policy decisions

Support Countywide Goals: Partner with County leadership and executive teams to align the department's vision and initiatives with countywide objectives

Foster a Positive, Inclusive Workplace: Lead and support a team of managers and staff, focusing on problem-solving, talent development, and creating a diverse, equitable, and welcoming work environment

Manage Budget and Resources: Develop the department's annual budget, oversee financial performance, and ensure the responsible use of public funds



The Department

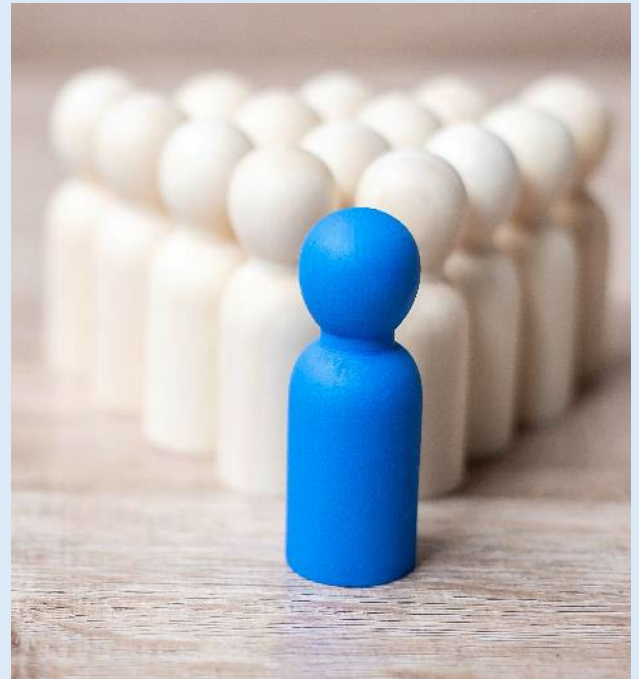
The Department's mission is to conduct voter registration and voting processes with the highest level of professional election standards, including accountability, security, and integrity, thereby earning and maintaining public confidence in the electoral process. The Registrar of Voters (ROV) is entrusted with providing the means for all eligible citizens of San Diego County to exercise their right to actively participate in the democratic process. 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. To ensure these critical services are provided, the ROV has 75 fulltime permanent staff and a budget of \$39 million. Depending on type and complexity of the election process, the Department hires hundreds of temporary election and poll workers.

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

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.

- 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
- Demonstrated experience 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



Minimum Qualifications

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.



Registrar of Voters

Compensation & Benefits

The anticipated hiring salary range for this position is \$225,000- \$240,000 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:

- Fifteen days of paid vacation, thirteen days of paid sick leave, ten days of executive time-off and fourteen 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 with San Diego County Employees Retirement Association. Please visit sdcera.org for additional details on the generous employee retirement plan offered to County employees
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation expense of 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 is dedicated to building a just, sustainable, and resilient future through integrity, equity, access, belonging, excellence, and sustainability.

Learn more:

- [Strategic Plan](#)



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 25216310U.
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:

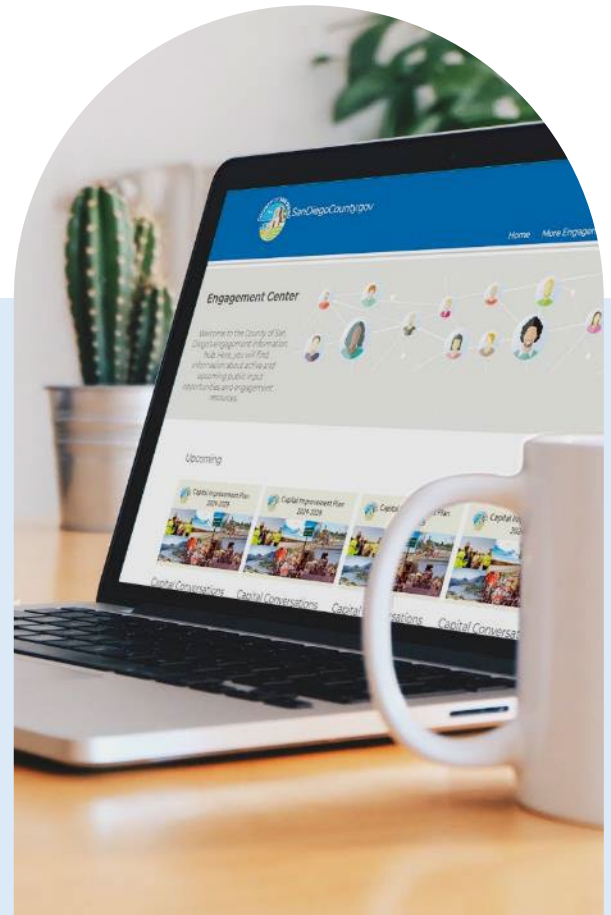
- Resume Review: Week of November 17th
- Interviews: Week of December 3rd

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 position, application or selection process to Human Resources Director, Susan Brazeau at Susan.Brazeau@sdcounty.ca.gov.

