



*Dedicated to serving the voters  
of San Bernardino County*

# REGISTRAR OF VOTERS

**COUNTY OF SAN BERNARDINO, CALIFORNIA REGISTRAR'S OFFICE**

**Base Salary Range: \$153,504–\$218,004 DOE/DOQ**

*\*The County also offers an alternative Modified Benefit Option (MBO) that provides a wage differential of 4% above the base salary rate with a complementing modified leaves package and benefits.*

**T**HE COUNTY OF SAN BERNARDINO IS SEEKING A VISIONARY NEW REGISTRAR OF VOTERS to oversee the critical activities of the Registrar's office, with a large scope of oversight including 50+ staff members and an annual budget of \$20,496,657 (FY 2023–24). San Bernardino County is one of the largest counties in the United States, both in terms of population and geographical expanse. With such a significant responsibility comes the need for a passionate leader committed to ensuring that every voter's voice is heard and that democratic processes are upheld with the utmost integrity! The Registrar will plan and direct large-scale efforts to register voters as well as hold fair and inclusive elections while seeking efficiencies in future electoral processes. This collaborative leader will work on a variety of exciting initiatives, such as testing new statewide voter registration database management systems, working to streamline the vote tabulation process, and increasing visibility and engagement by attending events in the community. The ideal candidate is a diplomatic and engaging leader adept at navigating political systems, resolving conflict effectively, and remaining steadfast in their role. With large budget and staff oversight, the County is ideally seeking a Registrar with a strong background in budget administration, mentoring staff, and leading innovative change.

# THE COMMUNITY

**SAN BERNARDINO COUNTY HAS A BEAUTIFUL NATURAL ENVIRONMENT**—with towering mountains, lush palm trees, and a colorful variety of desert plants. Its landscape provides a plethora of recreational opportunities, from boating on the serene waters of Lake Arrowhead to hiking the arid expanses of the Mojave National Preserve. The county is a hub of economic activity, with sectors ranging from logistics and manufacturing to healthcare and tourism. The County's history is deeply rooted in the pioneering spirit of the American West, which is evident in its numerous historic sites, museums, and cultural landmarks. As a microcosm of California's multifaceted identity, San Bernardino County continues to evolve, balancing urban development with environmental stewardship and preserving its unique blend of heritage and innovation.

The County spans 20,105 square miles with 24 incorporated cities. The community's residents are incredibly diverse—of the county's 2.2 million people, 68% are Hispanic or Latino, 24.2% are non-Hispanic white, 12.6% African American, 4.2% Asian, and 2.3% Native American.



## THE COUNTY

**SAN BERNARDINO COUNTY HAS 25,000+** full-time employees and manages an annual budget of approximately \$8.6 billion. It is comprised of 42 departments and agencies, which are staffed by dedicated public service professionals who provide a wide range of vital services in the areas of public safety, health care, social services, economic and community development and revitalization, fiscal services, infrastructure, recreation and culture, and internal support. *San Bernardino County's organizational culture is defined by four pillars: value, innovation, service, and vision.*

# THE JOB

**T**HE REGISTRAR OF VOTERS WILL FOSTER AN ENVIRONMENT that promotes civic participation and ensures transparent and fair elections. They will design and implement voter education programs tailored to the needs of County residents. This position requires a deep understanding of the County's diverse demographics, its unique challenges, and the ability to implement strategies that promote voter engagement, education, and participation. The Registrar will oversee voter registration efforts, ensuring that registration processes are accessible, efficient, and in compliance with state and federal regulations. They will work closely with local community organizations, schools, and governmental entities to create outreach initiatives and workshops to increase countywide engagement.

Engaging with the community is at the heart of this role. Building and maintaining strong relationships with various stakeholders, including community leaders, advocacy groups, and residents, is paramount. Organizing town hall meetings, forums, and public discussions will be essential to address concerns, gather feedback, and disseminate essential information related to voting procedures, ballot measures, and electoral reforms. By actively listening to the community's needs and concerns, they will play a pivotal role in shaping policies and initiatives that resonate with the diverse population of San Bernardino County.

This position offers a unique opportunity for development and growth within the realm of civic engagement and electoral processes. As the landscape of voting rights, technologies, and methodologies continues to evolve, staying abreast of emerging trends, best practices, and legislative changes is essential. Participating in training programs, conferences, and workshops will enhance the knowledge base, skill set, and capacity to navigate the complexities associated with administering elections in the County.



## EXCITING PROGRAMS + INITIATIVES

### EXPEDITING VOTE TABULATION PROCESS

The County is currently exploring transformative changes to existing systems and methodologies, with the goal of making the vote tabulation process more efficient now and into the future.

# THE IDEAL CANDIDATE

**THE IDEAL REGISTRAR OF VOTERS IS A STRONG RELATIONSHIP BUILDER** who will navigate political situations with ease and demonstrate strong conflict resolution skills. They will have unshakable ethics and integrity, as this role works with highly sensitive information and processes. The Registrar will also have experience with the preparation, justification, and administration of a budget, as well as directing the collection and accounting of service charges and fees. They will be a capable team leader with enthusiasm for leading and inspiring others.

They will exhibit strong written and verbal communication skills, using them to navigate a variety of situations with political savvy and tact, and develop positive relationships with a variety of stakeholders, agencies, vendors, media, boards and commissions, and legislative bodies. The successful candidate will possess strategic planning skills to lead the Registrar's office through significant change and promote a culture of inclusion, learning, and excellence. Someone who has extensive experience motivating successful teams in a public sector environment is highly desirable for this role.



## Core competencies for this position include:

**Positive Impact:** Leads others passionately, confidently, and decisively, energizing those around them.

**Problem Solving:** Identifies problems and actively works to develop solutions, delegate duties, and streamline processes.

**Mission Focus:** Believes in the mission of their work and leads with optimism.

**Relationship Builder:** Establishes and maintains vital relationships with County leadership, local jurisdictions, and staff members.

**Diplomacy:** Skillfully handles tense, politically charged, and hostile situations.

**High Standards:** Seeks to improve systems, processes, and procedures; holds staff accountable and implements standards of quality control.



## EMPLOYMENT STANDARDS

*A combination of education and experience commensurate with the responsibilities of this position is required, such as:*

**Education:** A Bachelor's Degree in business or public administration or a closely related field is preferred.

**Experience:** Five years of current high-level management experience in a voter registration and election organization with responsibility for election planning, budget administration, and personnel management.



# COMPENSATION & BENEFITS

Base Salary Range: **\$153,504–\$218,004 DOE/DOQ (Effective 2/24/24)** \*The County also offers an alternative Modified Benefit Option (MBO) that provides a wage differential of 4% above the base salary rate with a complementing modified leaves package and benefits.

PLUS an attractive benefits package which includes:

**RETIREMENT.** SBCERA with 2% at 55 (Tier 1), and 2.5% at 67 (Tier 2) and reciprocity with other public pension plans (visit **SBCERA.org** for details).

CLICK LINK

**MEDICAL INSURANCE.** Premium subsidies of \$303.66 (employee only), \$478.31 (employee +1), and \$671.18 (employee + 2 or more).

**DENTAL INSURANCE.** Premium subsidy of \$9.46, with enrollment in a County medical plan.

**VISION INSURANCE.** Fully paid for employee and dependents.

**LIFE INSURANCE.** Basic term life insurance of \$50,000.

**AD&D INSURANCE.** Coverage options up to \$250,000.

**ADMINISTRATIVE LEAVE.** 80 hours per year.

**TRADITIONAL LEAVE PACKAGE.** Up to 160 hours of vacation accruals annually (based on service hours) with annual cash out option up to 160 hours and 96 hours paid sick leave per year with unlimited accrual.

**MODIFIED BENEFITS PACKAGE.** Up to 200 hours of Paid Time Off (PTO) accruals annually (based on service hours) with annual cash out option for up to 160 hours.

**PAID HOLIDAYS.** 15 paid holidays (Includes one paid floating holiday with Traditional Benefits Package).

**OTHER LEAVE.** Bereavement Leave.

**AUTO ALLOWANCE.** \$12,000 annually.

**PHONE ALLOWANCE.** \$2,400 annually.

**HEALTHY LIFESTYLE PROGRAM**

**ANNUAL TUITION REIMBURSEMENT.** \$1,000 per fiscal year.

**TUITION LOAN REPAYMENT.** Up to \$10,000 for eligible loan repayment.

Click the links below to learn more about our lucrative compensation and benefits packages!

**Traditional Benefits Package**

**MBO Benefits Package**

**County Exempt Compensation Ordinance (2023)**

CLICK LINKS

# HOW TO APPLY

For first consideration, apply by **MAY 8** at:

WBCP JOB BOARD

CLICK BUTTON

## SAVE THE DATES

Round one interviews will take place either virtually or in-person during the week of **MAY 20**. Finalists will move forward to in-person interviews, during the week of **MAY 27**.

*Candidates must be available for all interview dates.*

Please contact your recruiter, Terri, with any questions:

**866.929.WBCP (9227)** toll free  
**805.450.8296** direct  
**terri@wbcpsc.com**

