



## ASSISTANT REGISTRAR OF VOTERS

Recruitment Services Provided by Ralph Andersen & Associates

### OUTSTANDING CAREER OPPORTUNITY

San Bernardino County is recruiting nationally for an experienced Assistant Registrar of Voters, with a proven track record, to join our exceptional elections team. This at-will position reports to the Registrar of Voters, Joani Finwall. The ideal candidates will be progressive administrators, results-driven professionals with attention to detail who enjoy working in a fast-paced and complex environment.

**Apply by April 4, 2025 for priority consideration**

# SAN BERNARDINO COUNTY

Located in the heart of Southern California, San Bernardino County thrives on the diversity of communities that offer families affordable housing, excellent schools, and community resources, including libraries, parks, hospitals, and international airports.

The County provides its residents and visitors a safe, clean, and healthy environment with access to a variety of business and shopping venues, as well as cultural and educational enrichment opportunities through museums, theater, and higher education, including California State University San Bernardino, University of Redlands, and Loma Linda University.

Our County encompasses over 20,160 miles of diverse geography and climate, including snowcapped mountains, flowering deserts, picturesque valleys, and pristine lakes. Adjacent to Los Angeles and Orange Counties, the County is a short drive away from Southern California's premier beaches, resort destinations, and major metropolitan centers. The County has a population of over 2 million residents and is comprised of 24 incorporated cities and towns.

As an employer, the County strives to provide its employees with a work-life balance, where they can enjoy all the amenities the County has to offer along with excellent career opportunities, a supportive work environment, and a competitive total compensation package.

The County is a dynamic charter county governed by a five-member Board of Supervisors, who, working through the Chief Executive Officer – Luther Snoke, the County Administrative Office, and a budget and workforce of \$10.1 billion with over 26,000 dedicated employees, are committed to sustaining a vision of “a complete county that capitalizes on the diversity of its people, its geography, and its economy.”

## THE REGISTRAR OF VOTERS

The San Bernardino County Registrar of Voters is supported by an annual budget of approximately \$32,451,537 and operates year-round with a staff of approximately 50 full-time employees. During an election, that number may increase to as many as 300 temporary employees and 3,000 poll workers who work collectively and in partnership with planning, organizing, and directing the conduct of all Primary, General, and Special elections. The mission of the Registrar of Voters is to conduct the County's elections in a fair, accessible, secure, transparent, and efficient manner, upholding the highest level of election standards and accuracy, while always providing excellent customer service to both our team and the diverse population we serve.

The San Bernardino County Registrar of Voters is responsible for all aspects of the election process for the county's residents. The Registrar of Voters administers all local, state, and federal elections in San Bernardino County, including the management of voting systems, the employment and training of poll workers, election ballot processing, and vote tallying.

The Registrar of Voters also performs all voter registration functions, including the storage and maintenance of voter registration records and provides voting-related services to voters, elected officials, campaigns, and other voting interest groups.

## STRATEGIC GOALS FOR 2025

- ◆ Continue voter education and outreach to distribute election information to eligible voters throughout the county;
- ◆ Continue the Annual Survey of Multi-Unit Locations to ensure voters receive the correct ballot type for their reported address;
- ◆ Continue to partner with federal and state partners to support election security; and
- ◆ Add jobs within the county by hiring hundreds of extra-help employees and temporary workers to conduct countywide elections.

## THE POSITION

The Assistant Registrar of Voters is an at-will position that is appointed by, reports to, and receives overall policy guidance and direction from the Registrar of Voters, to assist in the planning, administration, and direction of the Department. Primary responsibilities include providing administrative guidance and direction to staff; recommending, establishing, and administering departmental policy and procedures; and directing day-to-day division activities in the overall function of the department.

### Duties and responsibilities of the position include, but may not be limited to:

- ◆ Plans, organizes, directs and evaluates the work of functional divisions;
- ◆ Plans, assigns, reviews and evaluates the work of subordinate supervisory staff;
- ◆ Works with supervisory staff on personnel issues, providing assistance on hiring and disciplinary matters;
- ◆ Plans and implement special projects;
- ◆ Develops, analyzes and tracks election related legislation;
- ◆ Develops, maintains, and enhances the department's internal policies and procedures;
- ◆ Assists in developing and monitoring the department's operating budget;
- ◆ Oversee the department acquisition processes, to include managing existing contracts, developing bid requests, and request for proposals (RFP), and performing cost related studies;
- ◆ Make presentations to the Board of Supervisors, other governmental agencies, and community organizations as assigned;
- ◆ Coordinates development of the department's strategic plans;



# THE POSITION *continued*

- ◆ Provides management training and support to subordinate division chiefs;
- ◆ Responds to written and oral inquiries from external sources; responsible for instilling and maintaining a high level of customer service in the department;
- ◆ Assumes Registrar's duties in Registrar's absence;
- ◆ Responds promptly to time-sensitive incidents by driving either a personal or county vehicle to remote or distant locations as required, ensuring timely resolution and support based on the nature and urgency of the situation; and
- ◆ Provides vacation and temporary relief as required.

## THE IDEAL CANDIDATE

The ideal candidate will be a dynamic professional with a **preferred background but not required** in all services related to elections, with a proven ability to establish and maintain collaborative, professional relationships with external and internal agency officials and elections staff. The ideal candidate will be highly flexible and adaptable, with dedication and commitment to the Department's mission, and must have an extraordinary work ethic due to the rigors and demands of an election cycle. The successful candidate will be a hands-on, strategic manager who has a proven leadership ability to manage a team to achieve goals effectively. The Assistant Registrar of Voters will be a non-partisan, self-directed, and results-driven leader with extensive experience managing election processes.

The Assistant Registrar of Voters must be personable and approachable and work well with individuals at all levels of the organization. The ideal candidate must be an experienced leader who can hold staff accountable while promoting teamwork, cultivating an environment of mutual respect, and demonstrating a commitment to diversity, equity, and inclusion. The successful candidate will exemplify personal integrity and dedication to public service as well as to the integrity of the election process. Additionally, the successful candidate will have exceptional interpersonal skills, communication skills, and political savvy when working with voters, candidates, elected officials, the media, advocacy groups, and politically partisan groups.

In summary, candidates must be effective administrators, organized, and enjoy and thrive in a fast-paced and robust environment and address day-to-day operations/logistics with a personal style that embraces a collaborative approach to decision-making and problem-solving.

## MINIMUM QUALIFICATIONS

**Education:** Graduation from an accredited college or university with a bachelor's degree in business, public administration, or a closely related field.

**Experience:** This position requires five (5) years of full-time managerial or administrative experience in a governmental agency overseeing elections work **desired but not required**. At least two (2) years of experience must have included supervisory responsibility.

**Any combination of required experience and training may be considered. California elections experience is a definite plus, although all highly qualified candidates on a national level will be given full consideration.**

## COMPENSATION & BENEFITS

San Bernardino County offers a generous benefit package which includes a competitive salary.

### Annual Salary

- ◆ The annual salary range for the Assistant Registrar of Voters is \$124,072.00 - \$177,548.80
- ◆ 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, including:
- ◆ Use of increased pay rate to calculate County contributions to RMT, 401(k), and 457(b) plans, leaves cash outs, and retirement contribution rates



## Leaves Packages

- ◆ Flexible Paid Time Off (PTO) with cash out options

## Medical

- ◆ Medical and Dental Insurance for the employee and eligible family members with premium subsidies
- ◆ County paid Vision Insurance for the employee and eligible family members
- ◆ FSA pre-tax account for qualified health care expenses with up to \$40 County match per pay period

## Retirement

- ◆ County pension ([www.sbcera.org](http://www.sbcera.org)) vested after five years of service
- ◆ Retirement Reciprocity with CalPERS, CalSTRS, and 1937 ACT plans
- ◆ 401(k) Defined Contribution Plan with 2 for 1 match, up to 8% of the base salary
- ◆ 457(b) Deferred Compensation Plan with County contribution .5 times Employee contribution, up to .5%
- ◆ Retirement Medical Trust (RMT) with County Contribution (based on service hours)

## Additional Benefits (Exempt Level C Benefits)

- ◆ Tuition Loan Repayment up to \$10,000 for eligible loans
- ◆ County paid basic life insurance with voluntary supplemental life insurance options including accidental death and dismemberment
- ◆ County paid short-term and long-term disability benefits

**Click the links below to learn more about the County's compensation and benefits packages:**

- ◆ [Traditional Benefits Package](#)
- ◆ [MBO Benefits Package](#)
- ◆ [County Exempt Compensation Ordinance \(02.072023\)](#)

This is a confidential process and will be handled accordingly throughout the process. References will not be contacted until mutual interest is established. The first review of resumes will take place on **Friday, April 4, 2025**. Candidates are encouraged to apply early as the position may close at any time. This position will remain open, and resumes will be reviewed until a strong pool of candidates is received. Interested candidates must submit a compelling cover letter, comprehensive resume, and six professional references via email to: [apply@ralphandersen.com](mailto:apply@ralphandersen.com).

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Employment history, degrees obtained, and other certifications/accomplishments will also be verified. Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcomed.

***San Bernardino County is an Equal Opportunity/ADA Compliant Employer***

[www.sbcounty.gov](http://www.sbcounty.gov)

