

The County of Sonoma

REGISTRAR OF VOTERS

Annual Salary \$195,036 - \$237,072



Apply by April 14th



Nestled in the heart of Northern California Wine Country, Sonoma County is the largest county in the North Bay region of the San Francisco Bay Area, covering over 1,600 square miles. It is located in the northernmost part of the Bay Area, about 30 miles north of San Francisco, and is bordered by the Pacific Ocean to the west, Marin County and San Pablo Bay to the south, and Solano, Napa, and Lake Counties to the east. Sonoma County is known for amazing wines and legendary vineyards, as well as organic produce and sustainable farming. The county is also home to the scenic Russian River, a popular tourist destination where residents and visitors enjoy kayaking, canoeing, fishing, and swimming.



Encompassing nine cities and five federally recognized tribes, more than a third of Sonoma County's almost 500,000 residents live in the City of Santa Rosa, the county seat, and a quarter in unincorporated areas. Downtown areas such as Santa Rosa, Petaluma, Sonoma, Healdsburg, and Guerneville offer a mix of historic architecture, boutique shopping, and gourmet dining, providing a small-town feel with modern amenities. Festivals, farmers' markets, and cultural events celebrate local talent and traditions. The county enjoys a diverse economy that includes agriculture, a world-class wine region, technology, healthcare, tourism, manufacturing, craft brewing, retail, and professional services.



While the latest census data shows that Sonoma County's proportion of white residents remains higher than the national average, the share of residents who identify as Hispanic or Latino also ranks higher than the national average, making up more than a quarter of residents (29% in 2022). 37% of County residents identify as Black, Indigenous, and People of Color. Education levels in Sonoma County exceed the national average and the county's public school system ranks considerably high within the state, including innovative charter schools and high-quality secondary education options at Santa Rosa Junior College and Sonoma State University. In 2022, the median household income in Sonoma County was \$99,266. Although home prices reflect the value of living in an area that offers abundant amenities, the prices of Sonoma County homes remain among the more affordable in the greater Bay Area.



Visit <http://www.sonomacounty.ca.gov> and <https://sonomacountyconnections.org> for additional information about Sonoma County — the place to live, work, and build your career legacy.

Named by Forbes Magazine as one of America's 500 Best Mid-sized Employers in 2022, 2023, and 2024 (one of only two government agencies in California to make the 2024 list), the County of Sonoma has a mission to enrich the quality of life in Sonoma County through superior public services. Sonoma County is a general law county. The primary governing body is the Sonoma County Board of Supervisors, which consists of five members elected by the residents of their respective districts on a nonpartisan basis. These supervisors serve four-year terms, during which they are responsible for making policy decisions, adopting budgets, overseeing the County's departments and agencies, and discussing and deciding on matters ranging from public safety to infrastructure development. The Board of Supervisors is fully committed to a mission and vision that values high-quality services to support and enrich the community, strong leadership, engaged citizen participation, transparency and accuracy in information, and efficient and fiscally sustainable government. The Sonoma County 2021-2026 Strategic Plan is based on the following pillars: Climate Action and Resilience, Healthy and Safe Communities, Racial Equity and Social Justice, Resilient Infrastructure, and Organizational Excellence. For more information, visit www.socostrategicplan.org. The County provides a full range of services to the community through 27 departments and agencies. The fiscal year 2024-2025 budget is approximately \$2.46 billion, with 4,462 full-time equivalent (FTE) staff positions.

The Registrar of Voters Department

In February 2025, the Board of Supervisors approved separating the Registrar of Voters from the Clerk-Recorder-Assessor Department, where it has been housed since 2001 and operated under the leadership of the County's elected Clerk-Recorder-Assessor. The creation of the stand-alone department, which is anticipated to be operational effective July 1, 2025, will allow for a more focused oversight in strengthening and enhancing the County's ability to administer elections, expanding voter engagement, ensuring compliance with evolving legislative, policy, and voting related cybersecurity advancements, and eliminate any potential conflict of interest and separate the responsibility of election oversight from an elected official to an appointed department head.

The Registrar of Voters' Department is entrusted with providing the means for all eligible citizens of the County of Sonoma 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 Department's primary functions include registering Sonoma County voters, maintaining the County's voter registration file, conducting federal, state and local elections held in the county, filing candidates' campaign statements, and performing other various other duties related to elections. The Department is also responsible for providing access to the information needed for citizens to engage in the initiative, referendum, and recall petition processes. One of the Registrar of Voters' primary focus is 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.

In 2023, the California Secretary of State approved Sonoma County's [Election Administration Plan](#), which outlined the County's intent to conduct elections under the Voter's Choice Act election model over the next four years. In the 2024 General Election, voter turnout in Sonoma County was 82.48%, with 255,648 of 309,933 registered voters having cast their ballots.

Additionally, the 2023-2024 Grand Jury issued a [report](#) that found that County elections are free of bias, undue influence, corruption, or other irregularities that could or potentially have altered election outcomes.

The new Registrar of Voters Department is anticipated to have a staffing complement of 23 full-time equivalent positions and a budget of approximately \$9.45 million for Fiscal Year 2025-2026. The final budget and allocation details will be determined as approved by the Board of Supervisors during the Fiscal Year budget adoption process in June 2025. Further, depending on the type and complexity of a given election process, the Office typically hires 30-60 temporary election and poll workers.



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

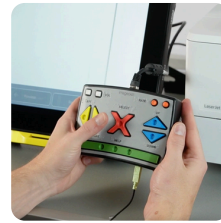
The Registrar of Voters

Appointed by the Board of Supervisors, and reporting to the County Administrator/Executive, the Registrar of Voters provides leadership, administrative policy, and operational direction for the Registrar of Voters Department, including analyzing and interpreting legislation affecting the department and performing a variety of complex work in the planning and conducting of all Federal, State, and local elections.

The Registrar of Voters is a critical leadership position, responsible for ensuring the electoral process in the County of Sonoma is conducted professionally and with the highest level of professional election standards; consistently demonstrating neutrality and non-partisan decision-making. This is position of trust and confidence. Work is performed with a maximum amount of independent judgment and initiative.

The Registrar of Voters has the primary responsibility for conducting Primary, General, and Special Elections within the Sonoma County, and directing the operations of a department. This responsibility includes the successful execution of all components of the County's election management process, including: registration of voters, poll worker coordination and training, vote center establishment aligned with any accessibility requirements, ballot creation, voting system security, ballot processing and tallying, the certification of election returns to the Secretary of State, and the provision of candidate services such as candidate filing and finance. Furthermore, this position has the sole responsibility for ensuring that election processes are in full compliance with County, State, and Federal legal requirements, communicating election results to the public, and providing information and responding to the media on election related matters.

As the Department Head, it is anticipated the Registrar of Voters will directly supervise approximately 3-4 reports, including a Chief Deputy Registrar of Voters and administrative manager. The Department's three Elections Managers are responsible for managing one or more of the Department's program areas which include Voter Registration, Ballot Scanning and Adjudication, Poll Workers and Vote Center Supplies, Outreach Programs, Candidate and Campaign Services, Petitions, and Vote by Mail. Each area is responsible for overseeing important aspects of the election process to ensure smooth elections throughout the year.



The Ideal Candidate



The ideal candidate for this position is a confident, dynamic, service-oriented leader who is dedicated to the highest ethical standards in the administration of elections processes and prides themselves on the responsibility to protect and promote public trust and confidence through the delivery of critical election services. A proven track record of successful performance in the field of elections and a comprehensive understanding of the implementation of Federal, State, and local election laws, regulations, codes, and other internal procedures relative to the election process are essential. A standout candidate will be forward-thinking, can strategically lead, communicate effectively, proactively solve problems, and successfully navigate the responsibilities and complexities associated with the establishment of a new department and as a new department head. Exceptional analytical, budgetary, and personnel management skills are desired. The ideal candidate also possesses excellent written and verbal communication skills, with the demonstrated ability to collaborate and work successfully as a team to achieve desired outcomes. The next Registrar of Voters will recognize and champion the County's diversity, vibrant cultures, populations, visions, and varied communities across all demographics and socio-economic levels to advance its mission of enriching the quality of life in Sonoma County through superior public services.

In addition, the ideal candidate will demonstrate the following experience, abilities, and skills:


- Familiarity with advancing election technologies, voting procedures, the California Election Code, Government Code, and laws relating to the conduct of registration and voting procedures in Primary, General, and Special Elections.
- The ability to hold themselves and others accountable; high standards of integrity and honesty; ensure neutrality and non-partisan decision-making in Sonoma County elections processes.
- Proven leadership skills with an inclusive, team-oriented approach to foster collaboration amongst staff.
- Experience leading teams during high intensity and long hour days during elections.
- Experience embracing changing priorities and circumstances with flexibility and adaptability; meeting new challenges with ease.
- A track record of success in promoting initiatives designed to increase efficiency and effectiveness in both the department in its service delivery.
- Strong consensus-building skills while developing and maintaining long-term relationships.
- Knowledge and understanding of cyber security and overall safety protocols.
- Proven expertise in media relations, community outreach, and impactful communication strategies.
- A desire to work in a collaborative environment with the other county departments, public and private partners, and numerous community stakeholders.
- The ability to work positively and effectively with the County Administrator/Executive and Board of Supervisors.

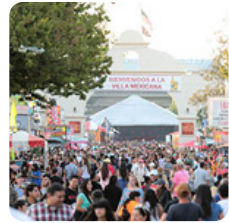
To be considered for this position, possession of the minimum qualifications must be demonstrated. Most typically, a qualified candidate will possess two years of experience as an elections manager, assistant or chief deputy registrar of voters, or equivalent position in a State of California elections department; OR four years of experience performing administrative/managerial functions, which includes the development and interpretation of laws, regulations, policies, and procedures in the field of elections in a public agency.

What We Offer

The annual salary range for the Registrar of Voters is \$195,036 - \$237,072, depending upon experience. In addition, the County of Sonoma provides a robust benefits package. Benefits described herein do not represent a contract and may be changed without notice.

- **Retirement:** County Employees Retirement Law of 1937. Retirement is fully integrated with Social Security. New employees, as defined and eligible, will be PEPPRA plan members and receive a 2.5% at 67 formula, or for those individuals who meet certain criteria, including establishing reciprocity eligibility, will be Legacy plan members and receive 3% at 60. Individuals who do not qualify for pension reciprocity pursuant to Government code section 7522.02(c), shall receive 2.5% of base hourly rate for each pay period with hours in a paid status.
- **Incentive Retirement Savings Plan:** A defined contribution 401(a) plan; a 3% County "foundation" contribution and voluntary IRS 457 plan Pre-Tax employee contribution up to IRS annual maximum, plus a 100% County match of employee contribution deposit into the 401(a) account (up to 1% of base salary).
- **Post-Retirement Medical:** County contribution to a Health Reimbursement Agreement to help fund postretirement employee health insurance/benefits.
- **Health Benefits:** A range of health plans with several options in which the premium benefits cover 100% of the employees cost; dental, vision, disability, life insurance, and more.
- **Paid Time Off:** Competitive vacation accrual and additional management leave annually; 12 paid holidays, and an additional 8 floating holiday hours per year; generous sick leave accruals.
- **Relocation Reimbursement:** May be authorized for the successful candidate.
- **Vehicle Allowance:** \$215 per two-week pay period.
- **Cell Phone Stipend:** Optional monthly stipend of \$50/month (if not assigned a County-issued phone).
- **Employee Assistance Program:** County offered at no employee cost.

 Additional details on benefits for department heads can be found in the [Salary Resolution](#).



Selection Process & Key Tentative Dates

The selection process has been designed as follows:

- For first consideration, apply by April 14, 2025
- Panel interviews will take place May 1, 2025
- Top candidates from the panel interviews will be invited to interview with the County Executive, Human Resources Director, and County Counsel on May 2, 2025
- Finalist selection interviews with the Board of Supervisors will be held May 13, 2025

Please be mindful of the planned timeframe. Although it may be subject to some change, it would be wise to plan submit application materials as early as possible and plan availability around these dates.



How To Apply

To be considered for this exciting career opportunity, please send a cover letter, a resume that clearly demonstrates your qualifications, background, and education as they relate to this position's requirements, your responses to the supplemental questionnaire (link below), and a minimum of five professional references (who will not be contacted until mutual interest is established).

The Registrar of Voters recruitment will remain open until filled. For first consideration, apply by April 14th.

The Supplemental Questionnaire is located at: <https://sonomacounty.ca.gov/a/132979>

Submit your materials (email with attachments preferred) to:

Lisa Conner, Recruitment and Classification Manager

Lisa.Conner@sonoma-county.org

OR

County of Sonoma Human Resources Department

Attn: Lisa Conner

575 Administration Drive, Ste. 116B

Santa Rosa, CA 95043

Telephone: 707-565-3207



The County of Sonoma values diversity and is dedicated to creating a workplace environment that provides individuals with a sense of belonging. We are committed to having a diverse workforce that is representative of the communities we serve. The County is proud to be an Equal Opportunity Employer where all aspects of employment are based on merit, competence, performance, and business need