



The County of Alameda invites applications for:

# Registrar of Voters

The County of Alameda (County) is conducting a national search for a dedicated, visionary, and highly skilled Registrar of Voters (ROV) to lead one of California's most dynamic and diverse election jurisdictions. This executive position plays a central role in ensuring that every eligible voter can participate in free, fair, and transparent elections. The next ROV's sole scope will be to lead the Registrar of Voters department, focusing exclusively on election administration, strategic planning, legal compliance, public trust-building, and modern operational excellence.

*This is a rare opportunity to shape the future of elections in a major California county and to lead an organization committed to innovation, transparency, and civic equity.*

*The salary range for this position is **\$226,116-\$274,788 annually**. The successful candidate will receive a highly competitive salary with an excellent benefits package that considers the candidate's experience, qualifications, and track record of success.*





## ABOUT THE COUNTY

Alameda County is one of California's most populous and diverse counties, serving over 1.6 million residents. Governed under a charter form of government, the County is led by a five-member Board of Supervisors, which sets policy, oversees operations, approves the annual budget, and represents the County regionally. The Board-appointed County Administrator directs departments in delivering programs aligned with Vision 2036, the County's forward-thinking strategic framework focused on equity, well-being, and thriving communities. The County employs over 10,000 staff across 21 agencies and departments and manages a \$6.1 billion annual budget, providing vital services including health care, social services, public works, elections, criminal justice, and other public and safety net services common to county government.

## ABOUT THE COMMUNITY

Alameda County offers a wide range of cultural and recreational opportunities, including the Oakland Museum, Oakland Symphony, Fairyland, Oakland Zoo, Chabot Space and Science Center as well as an extensive regional park system. The inland Tri-Valley wine country, Niles Canyon, the Fairgrounds and renowned Lawrence Livermore and Sandia National Laboratories provide additional venues for leisure, exploration, and learning. The region is also home to distinguished academic institutions such as the University of California, Berkeley, and California State University, East Bay. Convenient transportation options include the Oakland International Airport, Bay Area Rapid Transit (BART), and the San Francisco Bay Ferry system.

## ABOUT THE DEPARTMENT

The County Registrar of Voters department is charged with administering elections in Alameda County. Core responsibilities include registering eligible voters, preparing and mailing ballots, recruiting and training elections workers, setting up polling stations/vote centers, and conducting local, state and federal elections in a fair, accurate, and efficient manner, while working in conjunction with the Secretary of State and the many levels of government (including cities, school boards and other local districts) that place matters on the ballot. Examples of other duties include processing candidate nominating petitions and other candidate services, establishing/updating voting precincts, tabulating and certifying election results, and conducting outreach to encourage broad voter participation across the County's diverse communities.







## THE ROLE: KEY RESPONSIBILITIES

The ROV serves as the County's chief election administration executive and department head, appointed by the Board of Supervisors to lead all aspects of voter registration and election operations. The role provides strategic direction, oversight, and accountability for the planning, conduct, and certification of elections; the management of voting systems and technology; the integrity of voter records; and the implementation of evolving State and Federal election laws. With responsibility for year-round operational readiness, the ROV directs a multifaceted organization that oversees ballot design and production, precinct and mapping systems, vote tabulation, public information, petition verification, and large-scale staffing for election events, ensuring accessible, transparent, accurate, and timely election services for all Alameda County voters.

### **Executive Leadership & Governance**

- Provide vision, strategic direction, and operational excellence in all election functions.
- Lead a year-round team of 50 permanent staff and up to 1,500+ temporary workers during major elections.
- Collaborate effectively with the Board, Elections Commission, cities, school districts, and community partners.

### **Election Operations & Technology**

- Oversee Vote-by-Mail processing, Central Count operations, and secure tabulation workflows.
- Maintain chain-of-custody and asset-tracking systems using modern, technology-supported methods.
- Implement ranked-choice voting and youth voting effectively where authorized.
- Ensure all voting systems are secure, accurate, tested, and fully compliant.

### **Legal and Regulatory Compliance**

- Serve as the County expert in California Election Code, federal requirements, signature verification, and voter-roll maintenance.
- Implement new legislative mandates, including expanded electronic signature-cure processes and updated privacy/security protocols.

### **Transparency, Communications & Public Engagement**

- Lead efforts to build trust through livestreams, public observation, multilingual outreach, and rapid response to misinformation.
- Expand civic education, particularly around Ranked-Choice Voting (RCV), Youth Voting and ballot processes.

### **Fiscal Management & Human Resources (HR) Leadership**

- Manage a budget of over \$32 million, forecast variable election costs, and pursue reimbursement.
- Oversee large-scale workforce recruitment and multilingual staffing to meet community needs.

# THE IDEAL CANDIDATE

The ideal ROV candidate is an accomplished executive leader, highly knowledgeable of election laws and administration, with the ability to demonstrate:

## Core Competencies

- Strategic leadership and change management
- Deep knowledge of California and federal election law
- Operational excellence in large-scale logistics
- Public transparency and effective communication skills
- Financial stewardship and HR acumen
- Resilience, integrity, and commitment to nonpartisan professionalism

## Technical Strengths

- Experience with complex voting systems
- Understanding of cybersecurity and technology oversight
- Proficiency with asset-tracking and chain-of-custody systems

## Equity & Community Leadership

- Commitment to inclusive elections
- Experience serving multilingual, multicultural communities
- Ability to design targeted turnout and education strategies

# MINIMUM QUALIFICATIONS

The ideal candidate brings either two years of full-time experience as an Assistant Registrar of Voters in the County or four years of full-time, responsible managerial or administrative experience in a public agency, preferably with recent election management responsibilities. A bachelor's degree in a related field from an accredited institution may substitute two (2) years of managerial or administrative experience.

The successful candidate exercises sound executive judgment in election administration and demonstrates the organizational and political acumen necessary to guide ROV programs and services. Preference will be given to candidates with a strong understanding of election administration principles, election technologies, voting procedures, and federal and state election laws.

# HOW TO APPLY

Candidates are encouraged to express interest early in the process for optimal consideration. This recruitment is considered open until it is filled.

**For first consideration, apply by March 20, 2026. Please submit a cover letter and a comprehensive resume to Monique Hill at: [Monique.Hill@acgov.org](mailto:Monique.Hill@acgov.org).**

# SELECTION

The County's Human Resource Services Department (HRS) will screen resumes against the criteria in this brochure and conduct preliminary interviews with the most qualified candidates. HRS will report results to executive leadership and invite selected candidates to a formal interview process.

**The County of Alameda is an equal opportunity employer.**