

Records and Elections Director

BENTON COUNTY, OREGON

Benton County, Oregon Benton County, Oregon, is seeking a detail-oriented leader with advanced expertise in records management and election administration, a commitment to public service, and the ability to ensure compliance with federal, state, and local laws while fostering efficient operations and strong community trust!





Our Community

Perfectly placed in the Willamette Valley, 90 miles south of Portland and 40 miles north of Eugene, Benton County has easy access to urban areas with ample opportunities for cultural activities. Combined with outdoor recreation galore in the Cascade Range 80 miles to the east and the Coastal Range and Pacific Ocean 50 miles west, the County's 92,000 residents like to say they "have it all."

Corvallis, Oregon, is the county seat and home to Oregon State University. It is a unique college town of approximately 61,000 residents and offers the cultural enrichment, performing arts and educational opportunities of a large metropolis with a cozy small-town lifestyle. Festivals and fairs take place year round and include community favorites like the Corvallis Farmer's Market, County Fair & Rodeo, and Fall Festival.

In addition to Oregon State University, Benton County's economy is largely driven by the agricultural, tech and health industries and local entrepreneurship. The community's passion for supporting a thriving local economy allows the county to boast chefs, winemakers, brew masters and distilleries committed to locally grown ingredients with a strong focus on sustainability.

Benton County is one of the top three healthiest counties in Oregon, according to the Robert Wood Johnson Foundation. Corvallis is a gold-level Bike Friendly Community with bike lanes on 98 percent of the collector and arterial roadways and eighteen miles of multi-use paths. Corvallis prizes livability and its commitment to being bicycle and pedestrian-friendly contributes significantly to that quality of life.

Whether going out for a day of fishing, hiking trails in our natural areas, planning a family outing to the Corvallis Knights baseball game or shopping at locally-owned businesses in downtown Corvallis – Benton County has something for everyone.

Our Organization

Benton County is a "Home Rule" county, meaning that the citizens have full control over the County's governance structure, rather than the constitutional model described by the state constitution. The County operates on a biennial budget schedule.

The voters elect three County Commissioners to staggered four-year terms. The Sheriff and the District Attorney are elected officials also.

The County Administrator serves as the chief executive officer for the County, providing direct oversight of all County departments. The Records and Elections Director reports directly to the County Administrator.

Records and Elections Department

The Records and Elections Department plays a vital role in Benton County Government, ensuring the integrity of elections, the security of public records and the delivery of essential administrative services to residents. At the heart of this work is the Records and Elections Director, who also serves as the County Clerk, a trusted public servant dedicated to upholding federal, state, and local laws.

Benton County Fast Facts

2025-2027 Biennial Budget
\$540.3 Million

Full-time employees
Approx. 613.75

Parks & Natural Areas managed by Benton County
Nearly 2,000 acres

Records and Elections Fast Facts

2025-2027 Biennial
Budget \$3.9 Million

Full-time employees
Approx. 6.75

Process approximately 3,500 dog licenses
annually

Process more than 29,00 voter registrations
annually

The County Clerk is a cornerstone of local government, responsible for maintaining public records, overseeing elections, and providing essential administrative services.

Key responsibilities include:

- Records Management- Safeguarding permanent records and archives
- Election Administration- Ensuring fair, secure, and transparent elections.
- Licensing and Permits- Issuing marriage licenses, dog licenses and passports.
- Administrative leadership- Managing budgets, policies and staff operations.

The Records and Elections Department is responsible for a wide range of services that impact daily life in Benton County. These include:

- Election Administration – Conducting secure, transparent elections, including the implementation of Ranked Choice Voting, first approved by voters in 2016 and implemented in the 2020 General Election.
- Voter Registration – Maintaining accurate voter rolls and ensuring accessibility for all eligible voters.
- Public Records Management – Preserving permanent real property records and managing archives.
- Licensing and Permits – Issuing marriage licenses, performing marriage ceremonies, processing dog licenses, and handling passport applications.
- Property Tax Appeals – Administering appeals to ensure fairness and compliance.
- Administrative Oversight – Managing budgets, fee distribution, policies, and staff workloads.

Benton County is committed to delivering high-quality services that foster trust and strengthen our community. The Records and Elections Department exemplifies this mission every day.

Ranked Choice Voting

Ranked Choice Voting is used when a minimum of three candidates are nominated to the General Election ballot, for the office of Benton County Commissioner.

- Ranked Choice Voting was approved by Benton County Voters in November 2016 through passage of ballot measure 2-100.
- Ranked Choice Voting was first implemented during the November 2020 General Election.

Director Position Qualifications and the Ideal Candidate

The Records and Elections Director oversees the department operations, ensuring compliance with laws while managing elections, voter registration, property tax appeals, public records, marriage licensing and ceremonies, dog licensing, and archives. The role sets policies, assigns and adjusts workloads, coordinates training, oversees fee collection and distribution, and prepares and manages division budgets.

Qualified Applicants will possess:

- Bachelor's degree in a related field.
- 7 years of experience in public records and/or elections 3 years supervisory experience.
- An equivalent combination of education and experience may be considered.

The ideal candidate will be a proven leader who understands the critical role that accurate records management and fair, transparent elections play in maintaining public trust and supporting the integrity of local government.

The ideal candidate will also have:

- Advanced knowledge of current records management technology; public records archives standards and laws; state election and registration laws.
- Ability to interpret and utilize related statutes.
- Ability to plan and organize large-scale election activities.
- Valid Oregon Driver's License.
- Preferred Oregon County Clerk's certification for elections and/or recording.

Total Compensation

- Annual salary: \$142,700 to \$204,968 annually; DOQ/E.
- Consumer Driven Health Plan with Health Savings Account. County-pays 100% premium and contributes \$800/\$1,400 depending on employee election. Includes vision coverage.
- Choice of 2 dental plans.
- Group life, LTD.
- Employer-paid retirement contribution
- and 3% deferred compensation.
- 11 paid holidays, 64 personal leave hours, 2 floating holidays, 8 hours of vacation accrual each month and sick leave.



Records and Elections Director

Learn more about Benton County & the Records and Elections Department

Applications and Schedule

To be considered for this exciting opportunity, visit us at [Benton County Job Opportunities](#) to submit an application and cover letter describing how your background and experience have prepared you to be Benton County's Records and Elections Department Director.

Following the first review date, applicants will be screened for minimum qualifications and desired attributes as described in the job announcement.

Applicants who most closely match the ideal candidate profile will be invited to interview. Benton County values diversity in its workforce and is an Equal Opportunity Employer.

Application deadline: March 12th, 2026

Initial Interviews: March 18th, 2026
(travel not required)

Finalist Interviews: March 23rd, 2026
(on-site)

Ideal Start Date: April 1st, 2026

Benton County Human Resources

4500 SW Research Way
Corvallis, OR 97333
541-766-6081
BCHR@bentoncountyor.gov



Relevant Links and Web Materials

Working at Benton County
<https://youtu.be/OzpJchhm7io>

Living in Benton County
<https://youtu.be/8KjiZZntFig>

Records and Elections Department
<https://youtu.be/HqsQzMhFq2Q>

Ranked Choice Voting
<https://re.bentoncountyor.gov/ranked-choice-voting/>

Benton County Records and Elections
<https://re.bentoncountyor.gov/>

Elections & Voter Registration
<https://re.bentoncountyor.gov/elections/>

Elections Integrity
<https://youtu.be/BXm4133Mopw>

Interactive Election Map
<https://re.bentoncountyor.gov/maps/>

Wildfire Protection
<https://cd.bentoncountyor.gov/wildfire-protection/>

Water Quality
<https://cd.bentoncountyor.gov/water-quality/>

Sustainability
Boc.bentoncountyor.gov/



**Benton
County**
OREGON