

## JOB DESCRIPTION

### Essex County, VA

Job Title	<b>General Registrar &amp; Director of Elections</b>
Department	General Registrar
Category	Full Time
FSLA	Exempt
Pay Grade	
Report to:	Electoral Board and works with County Administrator
Supervises:	Supervises Deputy Registrar, Assistant Registrar and Temporary Registrar Clerks, Election workers

#### **JOB SUMMARY/PURPOSE**

As required by the Code of Virginia, this position performs the duties of the General Registrar and is director of all election processes. This position performs management, supervisory and technical and intermediate administrative work in carrying out the duties outlined in the Code of Virginia, §24.2-114, as well as the policies and procedures set forth by the Virginia State Board of Elections. This position manages all aspects of voter registration, elections, maintenance of voter records and other records, education, and outreach. This position regularly communicates with candidates, officials, and the general public. The General Registrar is responsible to plan, organize, implement and supervise the registration of voters and election services and programs and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

#### **ESSENTIAL JOB FUNCTIONS**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Plans, develops, coordinates, and directs the activities of the Voter Registration & Elections office, including voter registration; candidate processing and filing; pre-election and election day voting; ballot design; equipment programming and testing; poll worker recruitment and training and voter outreach efforts; including, development of local policies and procedures, strategic plan and long-term goals for the Voter Registration and Election Office;
- Oversees accurate and timely processing of voter registration applications including eligibility determination and denial notification process in accordance with Code of VA and State Board of Elections guidelines and checks for duplications, changes, and the maintenance of voter registration records and files;
- Responds to inquiries regarding voter registration, elections, and election laws; including guidance and technical support to candidates, certifies eligible candidates for election and verifies petitions, accepts, and reviews campaign finance reports in accordance with State Dept of Election guidelines;
- Provides information to the public, government officials, elected officials, news media, candidates, political party representatives and other individuals;
- Conducts all phases of in-person and mailing absentee voting, including maintaining the security of ballots, and assisting voters with the absentee voting process;

- Plans and develops, implements, and maintains physical and cyber security plan for all voting machines, ballots and electronic poll books; ensures all equipment and materials are maintained, distributed to each precinct voting location and ready and accessible to voters;
- Enters data into VERIS, state voter registration system including election night results reporting, street file maintenance processes name/address changes and verifies information is entered in VERIS;
- Oversees all aspects of early voting including planning, training, and implementation;
- Develops and prepares materials for education, public relations, and advertising programs for election and voter education purposes, including planning, developing, and implementing voter outreach programs for voter registration and elections;
- Conducts and designs training of election workers and officer of election training;
- Analyzes departmental performance and usage data to make informed projections about future needs, including staffing, space requirements, equipment, and supplies; produces local and state reports as required;
- Develops Department policies and procedures and assigns, trains, and supervises staff; manages all office staff and personnel actions such as hiring, termination and discipline; Consults with County Administrator as needed;
- Assists Electoral Board with voting equipment research, purchase, and implementation;
- Creates document for voting equipment use and training for in-house and Election Day;
- Prepares and administers operating budgets for department; presents budget to the Board of Elections, County Administrator and Board of Supervisors;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with trends related to elections and voter registration;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

### **MINIMUM REQUIREMENTS TO PERFORM WORK**

#### Education and Experience:

- Associates Degree or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job, supplemented by over three (3) year of progressively responsible experience handling issues related to elections, voter registration, voting regulations, administration and management or a closely related field. Bachelor's in Public Administration or related field preferred

#### Licenses or Certificates:

- Within one year must begin coursework to become a State Certified Election Official and then National Certified Election Official
- Must have a valid driver's license and be registered to vote in the Commonwealth of Virginia

#### Other Requirements:

- Must pass a criminal background check

Knowledge, Skills and Abilities:

- Knowledge of federal and state voting regulations, voter registration and election laws and ability to adapt to new regulations;
- Knowledge of management and supervision principles, concepts and techniques;
- Knowledge of standard office equipment, practices and procedures; and ability to learn other specialized election equipment;
- Strong leadership skills, personnel management, and negotiations related to vendors and locations for elections;
- Ability to develop and implement policy and procedures including review and evaluate such systems;
- Presentation and training skills;
- Skills in the Microsoft Office suite and other computer systems to learn State voter registration system;
- Ability to work under pressure and adapt to rapidly changing circumstances and stressful situations;
- Ability to work independently in supervising and training others to deal effectively with the public;
- Ability to maintain and protect confidential information;
- Ability to apply and communicate federal and state voting regulations, voter registration and election laws to candidates, the press and the public;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills. Ability to produce documents that accurately convey information;
- Ability to attend to details, records management and multi-tasking and prioritizing;
- Ability to operate a personal computer with proficiency;
- Deals tactfully and courteously with the public; Excellent customer service skills;
- Upholds established Registrar policies and procedures;
- Ability to create technical reports using basic math, budget and statistical skills;
- Ability to establish and maintain effective working relationships with city officials, associates, candidates, and the general public.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, Electronic Pollbooks, voting equipment, Ballot Scanner, ADA compliant ballot marking device			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking or up and down to counter			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing - stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).*

