



Director of Elections & General Registrar

The Montgomery County Electoral Board is seeking applicants for the position of Director of Elections and General Registrar, which is a four-year appointment.

The Director of Elections and General Registrar must perform the duties outlined in Virginia Code § 24.2-114, as well as those determined by the local electoral board. These include, but are not limited to, the following: (1) timely process registration application and maintain accurate and current registration records; (2) assure compliance with the laws and regulations regarding voter registration and elections; (3) assist the electoral board to assure uniformity, legality, and purity of elections; (4) provide excellent customer service to all voters and potential voters; (5) manage all personnel, fiscal, and physical resources as needed to provide all required and desired services of the office; (6) develop and administer a public information program to encourage registration and voting; (7) respond to inquiries and complaints from the general public.

The Director of Elections and General Registrar must meet residency requirement within 30 days of hire to become a qualified voter of Montgomery County. Candidates must possess knowledge of and ability to easily deal with cutting edge technology, including both standard and proprietary computer software programs. Candidate must also be able to deal with the public in a polite, courteous, pleasant, and professional manner both in person and by telephone. Helpful knowledge or skills include (1) familiarity with local government, community, and political structure; (2) accounting; (3) standard office procedures; (4) federal and state election laws; (5) managements skills, including prior supervision of personnel; (6) ability to recruit volunteers; (7) public relations; (8) good oral and written communications skills. Position will require occasional night/weekend work, particularly during elections and peak seasons. Salary range \$62,987 - \$103,927 DOQ.

Interested candidates should apply online

at: <http://www.montgomerycountyva.gov/content/15989/16029/default.aspx> to include a cover letter, resume/CV, writing sample (2 page maximum) by midnight Friday, December 2, 2016 in order to be considered, with candidate's anticipated start date January 30, 2017.

For more information or to request an application accommodation for disabilities, contact the Department of Human Resources at 540.394.2007; TTY/Voice at 1.800.828.1120 or 1.800.828.1140; the County's Job Line at 540.394.2010.

Montgomery County, VA is an Equal Opportunity Employer committed to nondiscrimination in recruitment, selection, hiring, pay, promotion retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.