

GENERAL REGISTRAR/DIRECTOR OF ELECTIONS

The Electoral Board of Goochland County, Virginia invites applications from qualified individuals to be considered for appointment as General Registrar/Director of Elections for Goochland County. The General Registrar / Director of Elections is a position appointed by the local three-member Electoral Board for a four-year term. This effort is to fill the unexpired term of the 32-year incumbent who is retiring January 1, 2018. The successful candidate will be appointed for a term ending June 30, 2019. Reappointment of the incumbent position holder is at the discretion of the Electoral Board.

The General Registrar / Director of Elections is the only position in the Virginia local electoral process that is by statute apolitical, thus no formal political party labels or attachments are associated with the position.

ESSENTIAL FUNCTIONS:

The General Registrar / Director of Elections is a high-profile position responsible for all elements of the electoral system. This position requires extensive knowledge and experience of the Virginia electoral process and the ability to initiate the work. It requires a confident self-starter capable of a variety of duties and functions.

Examples of duties by category are listed below. (The list below is not intended to represent all duties required of the position.)

1. **Election Specific**

- a. Qualifying citizens of Goochland County to vote in elections through voter registration and properly maintaining the voter registration list
- b. Qualifying candidates for placement on a ballot
- c. Administering the Virginia campaign finance reporting requirements for local candidates
- d. Preparing the ballots, equipment, and polling place locations where the qualified voters may exercise their franchise
- e. Training the officers of election who staff the polling places
- f. Administer in-person and by-mail absentee voting, including satisfying legal deadlines regarding ballot availability and ballot dispatch to voters
- g. Honoring the many legal deadlines associated with elections, voter registration, campaign finance, and candidate processing
- h. Maintaining proper election supply inventory and ordering supplies for each election
- i. Working closely with the Electoral Board to ensure fair and impartial elections
- j. Managing the election process with the Electoral Board on election day in Goochland County
- k. Ensuring proper election results are determined, recorded and published
- l. Remaining up to date on changes in law, procedure and regulations governing elections

2. **Supervision / Personnel Management**

- a. Assistant registrars – full and/or part-time
- b. Officers of Elections – staff at polling places
- c. Other employees or volunteers as needed
- d. Coordinate with others as needed to accomplish the election tasks
- e. Tracking election workers' completion of mandatory training

3. **Legal**

- a. Enforce the provisions of the National Voter Registration Act
- b. Enforce the provisions of the Help America Vote Act of 2002
- c. Enforce the provisions of the Code of the Commonwealth of Virginia §24.2, Chapters 1 – 10

d. Meet all legal deadlines as prescribed in federal and state law

4. **Accountability**

- a. Goochland County Electoral Board (All election matters)
- b. Goochland County Administration (Administrative matters)
- c. Virginia State Board of Elections
- d. Virginia Department of Elections
- e. United States Department of Justice
- f. Virginia Courts of Record
- g. Virginia General Assembly
- h. Voters of Goochland County

5. **Technology**

- a. Proficient with PC based software, especially Microsoft Office
- b. Proficient with the PC/Web based Virginia Election Registration and Information System (VERIS)
- c. Proficient with the set-up and use of the hardware/software used to create voter photo identification cards
- d. Proficient with the set-up and use of the hardware/software to create election poll books
- e. Understanding of the technology used with the vote counting equipment
- f. Ballot ordering, proofing, confirming and distributing.

6. **Equipment**

- a. Hardware associated with voter identification cards and election poll books
- b. Vote counting machines
- c. Disabled-Voter-friendly ballot marking devices
- d. Personal computers
- e. Ability to lift/push equipment/supplies up to 50 lbs. in weight

7. **Public Profile**

- a. Speaking to political parties
- b. Speaking to and working with voter advocate groups
- c. Responding to requests for information as legally required
- d. Interacting with the news media, including information inquiries, requests for interviews, and/or generating press releases.
- e. Testifying in court as necessary
- f. Testifying before public elected bodies such as the Goochland County Board of Supervisors or committees of the Virginia General Assembly

8. **Administrative**

- a. Budget preparation and presentation
- b. Personnel evaluations
- c. Successful interaction with other Goochland County governmental positions having a duty in the electoral process, such as Circuit Court Clerk, Commonwealth's Attorney, Sheriff, Treasurer and any others from whom support is needed.

EDUCATION, EXPERIENCE AND TRAINING:

Minimum Qualifications for the Position

1. Resident of and registered voter in Goochland County (by January 1, 2018)
2. Proficient with PC based computer systems, especially Microsoft Office
3. Ability to multi-task and successfully meet inflexible deadlines
4. Ability to read and understand laws, administrative procedures, and other guidance documents related to elections
5. Successful criminal background check (no misdemeanor convictions involving moral turpitude)
6. Successful social media check (no activity that the Goochland Electoral Board determines would undermine the public profile of the General Registrar / Director of Elections)

Desired Qualifications / Experience

1. Bachelor's degree
2. Previous employment in an elections related job, preferably in Virginia, either as a General Registrar or Deputy/Assistant Registrar
3. A certified professional Virginia Registered Election Official (VREO) as offered by the Election Center
4. Three years of supervisory/management experience
5. Experience in developing and/or delivering training programs
6. Experience in an environment where the law was the prevailing guide
7. Familiarity with the laws governing elections, including the Code of the Commonwealth of Virginia (§24.2), the National Voter Registration Act (NVRA), the Help America Vote Act of 2002 (HAVA), and the Military and Overseas Voter Empowerment Act (MOVE)
8. Demonstrated ability to function as a team leader, to bring many different facets together for one purpose or goal (in this case, the goal being a fair and impartial election that meets all legal requirements)
9. Ability to successfully interact with individuals from all socio-economic backgrounds

ADDITIONAL INFORMATION:

The hiring range is \$65,000 - \$75,000. The deadline to apply is 4:30 p.m. on October 20, 2017. An online Goochland County Employment Application must be completed for consideration and may be found at www.goochlandva.us/231/Employment-Opportunities. Background check and pre-employment drug screen required. EOE.