



STAFFORD COUNTY
 Department of Human Resources
 Stafford, VA 22555-0339

<http://staffordcountyva.gov>

**Invites Applications for the Position of:
 DIRECTOR OF ELECTIONS AND GENERAL REGISTRAR 02659**

An Equal Opportunity Employer

SALARY

\$48.32 - \$51.96 Hourly \$100,505.00 - \$108,076.00 Annually

OPEN DATE: 05/16/19

CLOSING: 06/09/19

THE POSITION

The Stafford County Electoral Board is seeking a General Registrar/Director of Elections to provide professional and technical leadership to the Department and manage the planning, overseeing, and administration of voter registration and elections in Stafford County in our 28 precincts for our 95,000 voters.

The General Registrar/Director of Elections, an appointed constitutional officer, ensures that the opportunity to register and vote is available to all eligible residents. The incumbent conducts voter registration and elections as required by the Virginia Constitution, Code of Virginia, and directives of The Virginia Department of Elections and the Stafford County Electoral Board.

The General Registrar/Director of Elections is responsible for ensuring the necessary resources are acquired and in place to maintain the list of registered voters and assure elections are well-prepared and conducted in an accurate, efficient, and transparent manner.

NOTE: This is a four-year term position. The successful candidate will be appointed by the Stafford County Electoral Board to an initial term of July 1, 2019 through June 30, 2023. Multiple terms are allowed. Reappointments, if desired, are made during May or June in the year of term expiration.

Interested candidates must:

1. Complete the online application process found at: <https://staffordcountyva.gov/1289/NeoGov>
2. Send a cover letter and resume to results@staffordcountyva.gov

EXAMPLES OF DUTIES

- Planning, developing, coordinating, and directing the activities of the Office of the General Registrar/Director of Elections, 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.
- Preparing and continuously evaluating the department's strategic goals and equipment security plan.
- Supervising permanent and temporary staff, including recruitment, training, scheduling and work assignment, implementation of policies and procedures, performance evaluation, and conflict resolution.
- Coordinating the administrative processes with the deputy and assistant registrars, including but not limited to, budget development and monitoring, County administrative and personnel

policies, and technology resources.

- Analyzing departmental performance and using data to make informed projections about future needs, including staffing, space requirements, equipment, and supplies.
- Providing guidance and technical support to candidates seeking election to local offices, and certifying eligible candidates for elections, including reviewing qualifications and processing of petitions.
- Managing communication tools including web page and outreach materials, and ensuring information is accurate and timely.
- Monitoring legislation introduced at the state and federal levels related to elections and election administration, and providing advice and expertise to legislators as needed.
- Serving the community and professional organizations as a subject matter expert on elections and election administration; and representing the County at regional, state, and national workshops and conferences.

TYPICAL QUALIFICATIONS

The successful candidate must be self-directed, as you will have no direct immediate supervisor, but will rather report to and seek guidance from the Stafford County Electoral Board almost exclusively during properly-noticed public-meetings.

Additionally, the incumbent will receive guidance and advice from the Virginia Department of Elections, must work well with various County departments and is ultimately responsible for keeping the Electoral Board informed of all relevant matters pertaining to the operation of the department.

The successful candidate will have a combination of education and experience equivalent to a Bachelor's Degree in Public Administration, Management, Business Administration, Communications, or related area and significant professional experience working in state or local government administration, preferably in voter registration and election administration, with at least four years in a supervisory capacity.

Preference will be given to CERA and/or VREO certified professional election officials and candidates with a position-related Master's Degree.

- Knowledge of laws, principles, and practices of election administration and voter registration, specifically in Virginia.
- Knowledge of and experience in management and the utilization of supervision principles, concepts, and techniques; local government budgeting processes; policy formation, implementation, and evaluation; and security best practices, including both physical and cybersecurity. Knowledge of Stafford County policies, procedures, and processes a plus.
- Strong leadership skills, including negotiation, communication both within and outside of the department, change management, and process reengineering.
- Proficiency utilizing available technologies to improve and enhance current processes, and to use initiative and innovation to explore emerging technologies.
- Ability to establish effective policies and procedures; make formal presentations and present information clearly and concisely verbally and in writing; and interpret laws, regulations, policies, and procedures; and make appropriate decisions accordingly.
- Ability to exercise tact and courtesy, and to work under pressure and adapt to rapidly changing circumstances.
- Ability to establish and maintain effective working relationships with county, state, federal, media, non-profit, community, private, and other related entities.
- Certified Election and Registration Associate and/or Virginia Registered Election Official preferred.

SUPPLEMENTAL INFORMATION Special Requirements:

In your cover letter, succinctly highlight how your education, experience and training meet the selection criteria.

The successful candidate must become a resident of and a registered voter in Stafford County

within 30 days of appointment and apply to become a Virginia Notary Public.

Initial and annual completion of the Commonwealth of Virginia Statement of Economic Interest (Financial Disclosure) form(s) will be required of the successful candidate pursuant to Section 2-97 of the Stafford County code.

Additional Information:

The employee will need to routinely and repetitively lift light and occasionally heavier objects of up to approximately 50 pounds.

This is an exempt full-time position with the incumbent being required to work additional hours leading up to and including Election Day(s), including some evenings and weekends.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://staffordcountyva.gov>

OR

P.O. Box 339,

Stafford, VA 22555-0339

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EXAM #02659

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