



Albemarle County Local Government

[Assistant Elections Manager](#)

Department of Voter Registration/Elections

Full-Time, 12 months

Non-Exempt, Pay Grade 14

VRS-Eligible, Benefits-Eligible

The Albemarle County Department of Voter Registration/Elections is actively recruiting an Assistant Elections Manager to join our team. The successful Assistant Elections Manager will perform complex technical, supervisory, and public relations work for the Albemarle County Electoral Board and the Department of Voter Registration and Elections in accordance with specific federal, state, and local voter registration and election laws and regulations. Secondly responsible for preparing for and administering all federal, state, and local elections held in Albemarle County's 31 voting precincts, and in the County's Early Voting locations in advance of election days. Work is performed under supervision of the Elections Manager, with latitude for independent judgment. Provides specialized support services and division operational management for the Electoral Board in the completion of designated duties related to election administration. Secondly responsible for recruitment, training, supervision, and evaluation of over 400 voting precinct Election Officers, in accordance with state elections laws and regulations. Works under the supervision of the Elections Manager of Albemarle County.

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