

## General Registrar / Director of Elections Prince William County, Virginia

The Electoral Board in Prince William County, Virginia is seeking a General Registrar / Director of Elections to provide administrative leadership and management in the Office of Elections in Prince William County, Virginia. This position will excite an experienced administrator ready to accept the challenge to run a vital government office tasked with securing elections. Prince William County is one of Virginia's fastest-growing counties with a diverse population of 470,000 citizens and over 300,000 registered voters.

### ABOUT THIS ROLE

The General Registrar / Director of Elections is the Chief Administrative Officer of the department. He/She leads an election administration agency with approximately 20 full-time employees and over 1,000 Election Officers; manages a \$3+ million dollar budget and is responsible for the oversight of a large and complex election process. The General Registrar / Director of Elections consults with, advises and reports to a three-person, Electoral Board on all issues relative to election administration and voter registration. Working with Board, they are tasked with identifying suitable polling places; acquiring and testing voting machines and other equipment; recruiting and training Election Officers, and securing technical support and financial resources.

The General Registrar is an appointed state employee and sworn official with overall responsibility for administering the provisions of Virginia election laws under guidelines established by the State Board of Elections and the Prince William County Electoral Board. The duties and powers of the General Registrar are stated in Title 24.2 of the Code of Virginia and in compliance with other federal, state and local laws and policies.

To learn more about us, take a virtual tour by clicking [here](#).

### PREFERENCES

This is an executive management position. The Board is seeking a highly skilled, innovative leader with exceptional management experience and political acumen. It is critical that the General Registrar / Director of Elections have excellent interpersonal skills and a high level of multi-cultural sensitivity to work effectively with a diverse community and employee population, and a complex hierarchy. Experience with election law in the Commonwealth of Virginia is preferred and budget management experience is critical.

### SPECIAL REQUIREMENTS

The successful candidate must be, or must become within 30 days of appointment, a registered voter in Prince William County, Virginia.

### SCHEDULE REQUIREMENTS

Monday - Friday with flexibility to work evenings and weekends as needed.

**STARTING SALARY RANGE:** \$100,000 - \$130,000/yr. Commensurate with experience.

[LIVE HERE](#).... [WORK HERE](#).....Prince William County (PWC) is a beautiful historic community located about 30 miles from our Nation's Capital. We have excellent schools, beautiful parks and cultural opportunities for the entire family. PWC Government offers excellent pay, a comprehensive benefits package, generous leave accrual and access to training and career development opportunities.

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### To Apply:

Complete the online application.

Attach a resume and cover letter highlighting your qualifications and interest in the position. **Note:** A resume will not substitute for the work history section of the application.

Deadline: July 30<sup>th</sup> or until filled with ongoing application review.

Questions: [asimms@pwcgov.org](mailto:asimms@pwcgov.org)