



GENERAL REGISTRAR & DIRECTOR OF ELECTIONS

Chesterfield County, Virginia (Richmond-Metro Area), a recognized leader and award-winning local government, is seeking a proactive and visionary leader, with a successful track record managing a complex election process in a large locality. The department has a budget of over \$1.7 million and employees 8 full-time employees, 17 part-time employees and numerous temporary, seasonal Officer of Elections. The General Registrar & Director of Elections reports to the three-member Electoral Board and collaborates with Chesterfield County leadership through the Deputy County Administrator for Finance and Administration.

The General Registrar & Director of Elections is responsible for the operation of the Registrar's Office, to include:

- plan, organize and execute of local, state and federal elections for Chesterfield County
- administer the provisions of the Commonwealth of Virginia's election laws under guidelines established by the State Board of Elections and Chesterfield County Electoral Board
- oversee the day-to-day operations of the Registrar's Office, to include, administration and maintenance of voter registration in accordance with the State Board of Election guidelines
- manage the election security and operations at all voting locations and maintenance of the security of election procedures and equipment, including testing of equipment
- facilitate voter education and public outreach to ensure transparency and accessibility of election activities
- ensure compliance with applicable local, state and federal laws for the electoral process
- promote and implementation of best practices to ensure efficient voter registration and election procedures and the provision of appropriate certification and training for staff, including officers of election
- serve as the principal spokesperson for disseminating information to the news media, political parties, candidates, and general public

Applicants must possess a bachelor's degree in business administration, public administration or related field is required; master's degree is preferred. Minimum of five years of progressively responsible managerial and leadership experience including three years of experience in a supervisory/leadership capacity, or an equivalent combination of training and experience. Virginia Registered Elections Officials (VREO) certification preferred. The successful candidate must be, or become within 30 days of appointment, a registered voter residing in Chesterfield County.

Ideal candidate will have excellent leadership and communication skills and proven experience in managing a complex election process in a large organization

Good driving record, pre-employment drug test and extensive background check required.

To review the recruitment profile and application instructions, visit the link [General Registrar & Director of Elections](https://www.governmentjobs.com/careers/chesterfieldco) or visit <https://www.governmentjobs.com/careers/chesterfieldco> and review the Special Recruitment header.

The application deadline date is **May 13, 2022 at 5 p.m.** Interested applicants should submit a confidential resume with cover letter and must include salary requirements to:

Mary Martin Selby, Director of Human Resources
Chesterfield County Human Resources
P.O. Box 40
Chesterfield, VA 23832
(804) 748-1551

Electronic responses are required and should be directed to
ExecutiveSearch@chesterfield.gov

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