

## General Registrar – Charlotte County, Virginia

Salary: \$75,135

Job Type: Full Time

Title: General Registrar

Job description and qualifications listed on Charlotte County website: [HTTPS://charlotteva.com](https://charlotteva.com)

Application deadline: Must be received by January 14, 2022

Interested candidates should:

1. Read and review position information, job description, qualifications, etc. listed on [HTTPS://charlotteva.com](https://charlotteva.com)
2. Send cover letter and resume to:  
Charlotte County Electoral Board  
P. O. Box 118  
Charlotte CH, Virginia 23923-0118
3. Or email cover letter and resume to: [charlottcovotes2022@gmail.com](mailto:charlottcovotes2022@gmail.com)

### **Position Information:**

The Charlotte County Electoral Board is seeking a General Registrar to provide professional and technical leadership to the Registrar's Office and manage the planning, overseeing and administration of voter registration and elections in Charlotte County.

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

The General Registrar 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:**

The General Registrar is a four-year position. The successful candidate will be appointed by the Charlotte County Electoral Board to complete the current term expiring June 30, 2023. Multiple terms are allowed based on favorable performance and reappointment.

**Specific duties and responsibilities include but not limited to:**

- Planning, developing, coordinating and directing the activities of the Office of the General Registrar including voter registration; candidate processing and filing; pre-election and Election Day voting; ballot design; equipment programming and testing; Officer of Elections training; and voter outreach efforts
- Preparing and continuously evaluating the office's strategic goals and equipment security plan
- Hiring and supervising permanent, part time and temporary staff, including recruitment, training, scheduling work assignments, implementation of policies/procedures, performance evaluation and conflict resolution
- Coordinating the administrative process with the assistant registrars including but not limited to budget development, and monitoring County administrative and personnel policies and technical resources
- Analyzing office 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, certifying eligible candidates for elections, including reviewing qualifications and processing petitions
- Managing communication tools including web page, 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 Charlotte County at regional, state and national workshops and conferences
- Preparing and continuously managing an operational budget submitted annually to the County and preparing a 5-year Capital Improvement Budget that meets future CIP needs of the department

**Selection Criteria:**

- The successful candidate must be self-directed as you will have no direct immediate supervisor but will report to and seek guidance from the Charlotte County Electoral Board
- Additionally, the incumbent will receive advice and guidance 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 office
- The successful candidate should have a combination of education and experience in Public Administration, management, business administration, communications or related areas. Bachelor's degree preferred.

- The successful candidate should have professional experience working in state or local government administration; preferably in voter registration and election administration with at least 2 years supervisory capacity
- Ability to become a Certified Election and Registration Associate and/or Virginia Registered Election Official within 1-year of hire

**Key characteristics of the ideal candidate include:**

- 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 Charlotte County policies/procedures and processes
- Strong leadership skills, including negotiation and communication both within and outside the office
- Proficiency utilizing available technologies to improve and enhance current procedures, 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/procedures and make appropriate decisions accordingly
- Ability to be tactful, courteous and to work under pressure and to 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

**Special Requirements:**

- Submit a cover letter, resume and completed Charlotte County employment application. In your cover letter succinctly highlight how your education, experience and training meet the selection criteria
- The successful candidate must within 30 days of employment, apply to become a Virginia Notary Public
- The successful candidate must pass a criminal background check
- The successful candidate must pass a drug test
- Successful candidate will need to routinely and repetitively lift approximately 50 pounds
- This is a full time position with the successful candidate being required to work additional hours leading up to and including Election Day (s) including some evenings and weekends