

General Registrar/ Director of Elections

Dept/Div: General Registrar/Director of Elections

FLSA Status: Exempt

General Definition of Work

Performs complex professional work: planning, organizing, and managing the County's voter registration office. Work is performed under the general direction of the Electoral Board. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Maintain the office of the general registrar, establish and maintain additional public places for voter registration. Plan and participate in programs to educate the general public concerning voter registration. Provide and maintain forms for application to register as a voter in Bath County; maintain change of address forms; maintain the official registration records for the County. Verify the accuracy of poll books provided by the State Board of Elections. Develop ballots for approval and printing. Assist in development of training programs for officers of elections. Review petitions required in the nominating process to ensure those who signed are registered voters. Develop annual fiscal year budgets for the General Registrar and Board of Elections.

Knowledge, Skills and Abilities

Requires through knowledge of standard office procedures, practices and equipment. Ability to direct and evaluate the work of staff. The ability to learn and apply specific federal, state and local voter registration and election laws and regulations. Strong communication skills; requires project planning and development ability. Strong computer skills including word processing and database management; ability to deal with the public and other with tact and diplomacy.

Education and Experience

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and repetitive motions, frequently requires sitting and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.
