GENERAL REGISTRAR GS-25
Voter's Registration/Elections

JOB NUMBER: 2013-00203

SALARY: $73,906.92 - $118,753.43 Annually

OPENING DATE: 11/15/13

CLOSING DATE: 12/06/13 05:00 PM

JOB DESCRIPTION:

The Alexandria Electoral Board is seeking candidates with experience in directing and administering voter registration systems and elections to serve as the City’s General Registrar and head of the Office of Voter Registration & Elections. A successful candidate will be hired to initially fulfill the remainder of the current four-year term through June 30, 2015 with the option to seek additional four-year terms starting July 1, 2015.

The General Registrar is an appointed State employee and sworn official with overall responsibility for administering the provisions of the Virginia Election Laws under guidelines established by the State Board of Elections and the City of Alexandria Electoral Board. In addition, the General Registrar is responsible for the management and operations of the City of Alexandria Office of Voter Registration and Elections including the duties and powers of the General Registrar as stated in Title 24.2 of the Code of Virginia, including Sections 24.2-109 to 24.2-114. The General Registrar consults with, advises, and reports to the Alexandria Electoral Board on all issues relative to election administration and voter registration.

Incumbents of this position serve at the pleasure of the City of Alexandria Electoral Board. Pursuant to the Code of Virginia 24.2-109, local electoral boards are granted the authority to appoint and remove from office, on notice, the General Registrar.
ILLUSTRATIVE EXAMPLES OF WORK:
- Directs and supervises voter registration and related processes;
- Manages, plans, and directs highly technical election administration activities including ballot design and layout, equipment preparation and testing, the development of training plans for election officers, staff assignments, selection of polling places, oversight for absentee voting, and the overall management of local, State and Federal elections;
- Directs, prepares, drafts, coordinates, and delivers training programs for precinct election officials;
- Directs and prepares voter information and education on the Alexandria voter web site, on the City website, in local newspapers, by direct mail, by appearances at schools, and meetings of service, political parties, and civic organizations;
- Provides recommendations, consultations, information, reports, and support to the Alexandria Electoral Board on election administration issues;
- Provides direction and consultation to elected officials, candidates for local and state office, political party leaders, and campaign leaders and staff;
- Certifies candidates for local office;
- Decides voter eligibility and voting issues that are complicated or legally unclear;
- Directs the capture of election statistics, and analyzes those statistics for purposes of planning and organizing office activities;
- Develops and manages the Department's budget, authorizes purchases, monitors expenditures; evaluate office personnel (including hiring and termination responsibilities), and acts as the overall manager and leader of the Office of Voter Registration and Elections;
- Recommends, advises, consults with, and communicates with the State Board of Elections and other local election officials with respect to election administration issues;
- Reviews laws, policy documents, professional publications, and news articles to keep abreast of and decide on election administration issues;
- Reviews, interprets and implements complex laws, regulations and policies (local, State and Federal) that vary for each election, change continually, and relate to the voting process, candidate requirements, campaign finance disclosure process, accessibility issues and other activities relating to the election process;
- Manages the campaign finance disclosure process for the City to ensures that all candidates file the required reports and comply with campaign finance laws and regulations; and
- Performs other duties as directed by the Electoral Board.

MINIMUM & ADDITIONAL REQUIREMENTS:
Four-Year College Degree; five years of experience in high departmental-level management position in public administration; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. The successful candidate must be a qualified voter in the City of Alexandria within 30 days from the time of his/her selection to the position of General Registrar.

PREFERRED QUALIFICATIONS:

More than five years of experience in high-level management position in election administration or similar activity with complex laws, rules and regulations; experience managing time sensitive resource intensive projects that require a high degree of accuracy; experience supervising a large group of skilled individuals, knowledge of local, state, federal, and local election laws, policies and regulations; and knowledge of voting technology, software, and equipment.

An Equal Opportunity Employer