



National Association of Election & Voter Registration Officials

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Job Announcement

Deputy General Registrar, City of Richmond, Virginia

Description:

provides administrative assistance and management support to the General Registrar. The position is responsible for budget development and monitoring, personnel, payroll, purchasing, e-pollbook management, inventory monitoring and control, staff supervision, and some training in the voter registration and elections office for the City of Richmond, Virginia. The position works within broad policy and organizational guidelines, independently plans and implements projects; reports progress of major activities through periodic conferences and meetings. Assumes the duties of the General Registrar in the absence of the General Registrar.

Salary: \$43,771 to \$71,898

Application: For more information and to apply, visit

<http://www.richmondgov.com/common/OnlineServices.aspx>.

In the subcategory, "employment," click on "job search," and search using the position title.

Deadline: Open until filled.