



CITY OF RICHMOND
Department of Human Resources
900 East Broad Street, Suite 902
Richmond, VA 23219
804-646-5660

<https://www.richmondgov.com>

**INVITES APPLICATIONS FOR THE POSITION OF:
Elections Supervisor**

An Equal Opportunity Employer

SALARY

\$42,880.00 - \$64,320.00 Annually

ISSUE DATE: 07/12/20

FINAL FILING DATE: 07/31/20

THE POSITION

The City of Richmond, Registrar's office is seeking to fill the position of Election Supervisor. The purpose of the position is to provide management of and administrative assistance for all aspects of absentee voting to the Office of the General Registrar. This includes military and overseas voting, in-person voting before Election Day, through the mail absentee voting and post-election absentee ballot processing. The incumbent must be able to multi-task and demonstrate sound, independent judgement. The incumbent must have the ability to prioritize organize and evaluate work; determine appropriate action and adjust workloads according to deadlines and other program requirements. Experience in dealing effectively with a broad range of people in a business environment, with members of the community and with the public is essential. The incumbent in this position will be required to work within adhere to, interpret, apply and explain federal and state regulations, policies and procedures and respond in writing and verbally.

DUTIES INCLUDE BUT ARE NOT LIMITED TO

The list and duties are not intended to be all-inclusive and may be expanded to include other duties and responsibilities that management may deem necessary from time to time.

- Manage the City's military and overseas (MOS) absentee ballot program, including but not limited to receiving and processing MOS absentee applications; preparing and executing ballot mailing by standard post or electronically through email or fax; troubleshooting any issues with MOS ballots and ensuring all state and federal deadlines and legal requirements are met.
- Manages the City's in-person pre-election day absentee voting at the main Office of the General Registrar and satellite locations, including but not limited to; executing proper protocols to issue and receive ballots from early voters; coordinating staffing at the early voting location to ensure proper staff levels; troubleshooting issues as they arise; ensuring proper crowd control (ingress/egress/etc.); maintaining the security of all completed in-person early voting absentee ballots from the main Office of the General Registrar or satellite location and ensuring all state and federal deadlines and legal requirements are met.
- Manages the City through the mail absentee voting, including but not limited to; receiving and processing absentee applications, which includes military and overseas voting applications; executing proper protocols to issue and receive ballots from absentee voters; troubleshooting issues as they arise; maintaining the security of all completed through the mail absentee ballots and applications; organizing returned ballots to facilitate processing for the Central Absentee Precinct and ensuring all state and federal deadlines and legal requirements are met.

- Provide necessary support and assistance to the personnel of the Central Absentee Precinct on Election Day as well as post Election Day absentee ballot processing (dependent upon direction from the General Registrar)
- Participates in recruiting, interviewing and hiring absentee voting employees.
- Schedules and prioritize absentee employee workloads
- Resolves absentee employee work procedure, questions and concerns
- Provides work direction, training and supervision for absentee voting staff, the number of which is largely dependent on election cycle
- With the support of the Deputy General Registrar disciplines and counsel absentee voting employees, conducts ad hoc performance evaluations and formulations plans for employee improvement, where appropriate
- Makes termination recommendations to the General Registrar based on documented work performance issues
- Participates in developing, oversight, implementation, monitoring and evaluation of short and long-range strategic plans and operational processes, goals, standards and objectives related to absentee voting.
- Assists in absentee inventory management and budget preparation.
- Composes correspondence, program documentation, policies, procedures and other written materials
- Understands and can apply, explain and enforce and promotes compliance with departmental rules, policies, procedures as well as federal and state statues, regulations and policies governing absentee election processes. The latter includes voting by mail, in-person before Election Day and the military and overseas voter procedures under the federal Uniformed and Overseas Citizens Absentee Voting Act
- Ensures all policies, procedures and mail pieces are up-to-date including but not limited to, applying applicable postage or completing required bulk mail accounting forms; maintaining security of ballots during all stages of preparing through transportation to the post office for mailing and return to the Office of the General Registrar and resolving issues on absentee mail returned as undeliverable by the post office.
- Corresponds with voters via telephone fax, email and written forms of communication regarding incomplete applications and general absentee voting questions and works to resolve issues to ensure compliance with absentee voting rules and regulations.
- Assists the Chief Voting Machine Technician to ensure that voting machines and equipment needed to the successful operation of the absentee program have been tested and are maintained
- Must be proficient in Microsoft Office software. Must be able to type at least fifty (50) words per minute.
- Must have reliable transportation and be able to drive between events, City Office and satellite voting locations

QUALIFICATIONS, SPECIAL CERTIFICATIONS AND LICENSES

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of federal, state and local statues, rules, regulations and procedures governing the administration and conducting of national, state, county, municipal, school districts' and special taxing districts elections. Demonstrated skill in planning, organizing and managing comprehensive operations related to administration of elections, supervising, motivating and evaluating employees, writing professional and technical reports, communicating complex and technical local, state and federal law requirements, communicating effectively, tactfully and prudently, both verbally and in writing, organization skills and managing multiple projects and task. Demonstrated ability handling or using machines, tools, or equipment requiring moderate instruction and experience such as voting machines, computers, peripherals, software programs such as word processing, spreadsheets or custom applications, and multi-line phones, reading and understanding the State Board of

Elections' policies and manuals, state Administrative regulations, Code of Virginia, Freedom of Information Act, United States Code related to voting and elections, journals, manuals, and professional publications; speaking informally to groups of co-workers, staff in other organizational agencies, the general public, and people in other organizations; presenting training; composing original reports, training and other written materials, using proper language, punctuation, grammar, and style and keeping abreast of changes and programs in the conduct of elections in general and voting equipment procedures and security in particular

MINIMUM QUALIFICATIONS:

Requires (1) Bachelor's degree in public administration, business management, organizational development, project management or a related field; two years of experience in a public setting performing related duties; and 1 year of supervisory experience: or, (2) High school diploma; five years of progressively responsible administrative experience in a voter registration or election office, or closely related field; and three years of supervisory experience; **or**, any equivalent combination of training and experience (as approved by the department) that provides evidence that the applicant possesses the necessary Applicant traits.

Prior experience in voter registration or elections preferred.

The successful candidate must be a resident of the Commonwealth of Virginia and qualified to register to vote at the time of appointment.

Valid Motor Vehicle Driver's license.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

APPLICATIONS MAY BE SUBMITTED ONLINE AT:
<https://www.richmondgov.com>

EXAM #17M00000001
 ELECTIONS SUPERVISOR
 AT

Elections Supervisor Supplemental Questionnaire

- * 1. 10-point compensable veteran. You must have an existing compensable service-connected disability of 10 percent or more. Other 10-point veteran include disabled veteran or a veteran who was awarded the Purple Heart for wound or injuries received in action, veteran's widow or widower who has not remarried, wife or husband of a veteran who has a service-connected disability, widowed, divorced or separated mother of an ex-service son or daughter who died in action, or who is totally and permanently disabled. Do any of these apply?
- Yes
 No
2. 5-point veteran's must have been discharged under honorable conditions and had one of the following: Active duty in the Armed Forces of the United States, in a war, or during the period 4/28/52-7/1/55 or active duty for more than 180 consecutive days other than for training, any part of which occurred during the period beginning 2/1/55 and 10/14/76 or active duty during the Gulf War sometime between 8/2/90 - 1/2/92 or active duty in a campaign or expedition for which a campaign badge has been authorized or active duty for which more than 180 consecutive days other than for training, any part of which occurred during the period beginning 9/11/2001 and ending on the date prescribed by the Presidential proclamation or by the law as the last date of operation Iraqi Freedom. Do any of these apply?
- Yes
 No
- * 3. Which describes your highest level of education?
- High School
 Some College
 Bachelor's Degree
 Master's Degree or Higher
- * 4. How many years of experience do you have providing oversight of election operations?

- One year or less
 - Two to Three years
 - Four to Five years
 - Six years or more
- * 5. How many years of supervisory experience do you have?
- One year or less
 - Two to Three years
 - Four to Five years
 - Six years or more
- * 6. How many years of experience do you have in absentee voting?
- One year or less
 - Two to Three years
 - Four to Five years
 - Six years or more
- * 7. Are you willing to work beyond normal business hours?
- Yes
 - No
- * 8. How many years of experience do you have with Microsoft Office?
- No experience
 - One to Two years of experience
 - Three to Four years of experience
 - Five years or more of experience
- * 9. Are you a resident of the State of Virginia
- Yes
 - No
- * 10. How many years of experience do you have in voter registration?
- No experience
 - One to Two years of experience
 - Three to Four years of experience
 - Five years or more of experience
- * 11. How many years of experience do you have in Election Day voting?
- No experience
 - One to Two years of experience
 - Three to Four years of experience
 - Five years or more of experience
- * 12. Are you willing to use your personal vehicle to travel between City Hall and satellite voting locations?
- Yes
 - No
- * 13. Can you type at least 50 words per minute?
- Yes
 - No
- * Required Question