

**General Registrar
Prince William County, Virginia**

The Prince William County Electoral Board in Virginia is seeking a General Registrar to provide leadership and management in the Office of Elections in Prince William County, Virginia. We are one of Virginia's fastest-growing counties with a diverse population of 470,000 citizens and over 300,000 registered voters.

ABOUT THIS ROLE

The General Registrar is an appointed state employee and sworn official with overall responsibility for administering the provisions of Virginia election laws under guidelines established by the State Board of Elections and the Prince William County Electoral Board, including the duties and powers of the General Registrar as stated in Title 24.2 of the Code of Virginia and in compliance with other federal, state and local laws and policies. With yearly and frequent elections, the General Registrar is responsible for the oversight of a large and complex voter registration and election administration agency with approximately 20 full-time employees and more than 1,000 election officers. The General Registrar consults with, advises and reports to the Prince William County Electoral Board on all issues relative to election administration and voter registration.

The General Registrar, working with the Electoral Board identifies suitable polling places, acquires and test voting and other equipment, recruits and trains Officers of Election, and obtains technical support and financial resources. Learn more about us on a virtual tour by clicking [here](#).

PREFERENCES

The Board is seeking an innovative leader with demonstrated management experience and political acumen. It is critical that the General Registrar have excellent interpersonal skills and a high level of multi-cultural sensitivity to work effectively with a diverse community and employee population and a complex hierarchy. This is an executive management position that reports to the three-person County Electoral Board. The General Registrar must effectively manage the Office of Elections budget of approximately \$3 million. Experience with election law in the Commonwealth of Virginia, preferred.

SPECIAL REQUIREMENTS

Successful candidate must be (or must become within 30 days of appointment) a registered voter in Prince William County, Virginia.

SCHEDULE REQUIREMENTS

Monday - Friday with flexibility to work evenings and weekends as needed.

LIVE HERE.... WORK HERE.....Prince William County, Virginia (PWC) is a beautiful historic community located about 30 miles from our nations Capital. We have excellent schools, beautiful parks and cultural opportunities for the entire family. PWC Government offers excellent pay, a comprehensive benefits package, generous leave accrual and access to training and career development opportunities.

This position will excite individuals ready to accept the challenge to run secure elections in the 21st century... If this describes you, [Apply Today!](#)