

DIRECTOR OF ELECTIONS AND GENERAL REGISTRAR OF VOTERS
Pulaski County

Department: Registrar

Reports to: Electoral Board

Supervision Exercised: Direct supervision shall be exercised over the Deputy Registrar and the Chief Deputy Registrar.

Supervision Received: Work assignments flow from policy directives issued by the Electoral Board based on the Code of Virginia.

Classification (FLSA): Exempt/Full time

Residency Requirements: Establishment of County residency required.

ESSENTIAL FUNCTIONS: The essential functions of the Director of Elections and General Registrar of Voters includes professional and technical leadership in the County of Pulaski Elections. The Director/Registrar is responsible for all aspects of Election Administration, including Voter Registration, Absentee Voting, Early Voting Activities and Candidate Qualification, as well as supervision of office personnel and activities.

The Director/Registrar is an appointed official, duly sworn, as provided for in Article ii, Section 8 of the Constitution of Virginia. In accordance with Section 24.2-110, The Director/Registrar is appointed by the Electoral Board to serve a four-year term, or the remainder of any unexpired term.

The Director/Registrar administers a comprehensive program of uniform statewide voter registration for qualified citizens to vote in federal, state and local elections; supervises preparation for and administration of all elections in Pulaski County, along with the Pulaski County Electoral Board.; provides all registration services and those election services delegated by the Pulaski County Electoral Board in conformity with the federal and state constitutions, state and local election laws and the policies and regulations established by the Virginia General Assembly, the State Board of Elections, the State Department of Elections, and local government. The Director/Registrar exercises independent judgement in carrying out the responsibilities of office and solving problems.

The Director/Registrar interprets and directs the implementation of all state and federal election laws and follows all policies, directives and regulations of the Virginia Department of Elections and/or the Virginia State Board of Elections.

JOB REQUIREMENTS:

Registration

- Maintains current and accurate voter registration records, including eligibility determination and denial notification process, and cancellation of registration of deceased voters, non-residents, convicted felons, and those adjudicated mentally incapacitated, and legally mandated notice to same, in accordance with federal and state law and Department of Elections guidelines.
- Provides all registration transaction services required by the Constitution and the Code of Virginia.
- Notifies voters of changes to election districts, precincts, and precinct polling places in a timely manner.
- Ensures registration services are provided with courtesy and accuracy.

Elections

- Coordinates all preparations for Election Day in conjunction with the Electoral Board, including voting equipment testing, ballot preparation and ordering, Officer of Election Training, Election Day supply creation and distribution, poll book preparation, and all other necessary preparations in accordance with Title 24.2 of the Code of Virginia.
- Coordinates and oversees all Absentee/Early Voting activities; ensures the timely processing and mailing of all By Mail Absentee requests; prepares and conducts 45 days of Early Voting in the Office of the General Registrar; oversees the secure processing and retention of all Absentee/Early Ballots cast in Pulaski County.
- Directs and ensures delivery to precinct polling places pre-election, and return to secure storage post-election, of all materials and equipment necessary to conduct elections.
- Manages filing of candidates' and elected officials' election forms, contributions and expenditure reports, and economic statements.

Administration

- Manages all personnel, financial and physical resources so that registration records are accurate and safe; operations are timely, orderly and correct; and the public is treated with fairness and courtesy.
- Determines financing needs for effective voter registration and election administration; prepares and submits annual budget requests that support the department and Electoral Board;
- Manages and oversees all personnel aspects of regular office activities and early voting personnel
- Ensures the timely submission of all invoices, staff timesheets and other fiscal responsibilities.
- Serves as FOIA Officer for the Electoral Board and Office of the Director/Registrar.

Financial Responsibilities

- Determines financial needs for effective voter registration and election administration; prepares and submits budget requests for the office of the Director/Registrar as well as for the local Electoral Board; justifies budget requests to the local governing body; attends appropriate budget meetings.
- Prepares and processes payroll and purchasing documents through local government systems.
- Monitors expenses, payroll and purchasing throughout the fiscal year to correct exceptions in a timely manner.
- Regularly inventories office and voting supplies to prevent shortfalls.

Personnel Responsibilities

- Recruits, selects and supervises deputy registrars and part-time employees; provides training for department employees in the proper and efficient performance of their assigned duties. The Director/Registrar currently supervises two full-time deputy registrars and thirteen part-time employees.
- Directs the recruitment, training, deployment and remuneration of Officers of Election.

Communication/Public Relations

- Regularly attends meeting of the Pulaski County Electoral Board, providing timely updates of department activities, operations and concerns.
- Develops and implements effective public information programs to promote registration and voting and to publicize changes in registration and election laws.
- Answers inquiries from the public.
- Maintains systems to monitor, analyze and present information on trends in demographics, voter registration, elections and legislation related to voter registration and elections.

Legal/Legislative/Training Responsibilities

- Interpret and direct the implementation of all state and federal election laws and follow all policies, directives and regulations of the Virginia Department of Elections and/or the Virginia State Board of Elections.
- Assists Commonwealth's Attorney in prosecution of registration and voting violations.
- Certifies petitions for candidates and issues.
- Manages filing of candidates' and elected officials' election forms, contributions and expenditure reports, and economic statements.
- Attends Statewide, Regional, and/or virtual trainings offered by the Department of Elections, Voter Registrars Association of Virginia and/or Virginia Electoral Board Association. In accordance with §24.2-103 of the Code of Virginia, the Director of Elections/General Registrar must obtain Certification from the Virginia Department of Elections within twelve months of being appointed to the position.

Coordination with other Agencies/Organizations

- Serves as department head in local government, attending required meetings, answering inquiries, providing reports and cooperating with other departments.
- Communicates with State Board of Elections and Department of Elections to provide information requested and to clarify regulations.
- Works with other Director of Elections/General Registrars and with registration and election organizations to improve the voting process.
- Works with U.S. Department of Defense on federal voting programs.

ADA REQUIREMENTS:

The following physical/mental standards are required for this position:

- Ability to operate a variety of automated office machines.
- Ability to lift, carry, push, pull, or otherwise move objects weighing 20 to 50 pounds.
- Ability to sit, walk and stand for long periods.
- Ability to read a variety of written documents.
- Ability to speak and communicate verbally.
- Ability to utilize mathematical formulas, to add and subtract totals, to multiply and divide, and to determine percentages and decimals.

QUALIFICATIONS REQUIRED:

The minimum qualifications for the position of Director of Elections/General Registrar are as follows:

- Must be a qualified voter in the Commonwealth of Virginia; must subscribe and swear to the oath required in Article 4 11, Section 7 of the Constitution of Virginia. A copy of the oath must be filed with the Clerk of the Circuit Court.
- Minimum educational requirement of an Associate's Degree from an accredited college. Preference may be given to applicants with experience in election management. Preference may be given to applicants with recent managerial level experience, including program management, hiring, supervision and evaluation of staff, and overall office management. Preference may be given to applicants with experience in election management and applications holding current election certifications, such as VREO, CERA, etc.
- Requires a valid Commonwealth of Virginia driver's license.
- Requires work outside of regular county office hours.
- Project management skills including the ability to plan, organize, evaluate and execute all tasks incumbent upon the County's election office.
- Fundamental understanding of Governmental Organizations. Must be able to work with state and local administrations to ensure the proper conduct of elections.

- Fundamental understanding of both the Federal and State legislative process. Must be able to analyze and evaluate the impact of proposed legislation upon the County's election office.
- Basic knowledge of computer systems and cybersecurity protocols to ensure the security of the electoral process.
- Basic knowledge of database management and common office software, including Microsoft Word and Excel.
- Work under extreme pressure for weeks and/or months at a time during several busy election periods held yearly.
- Meet all statutory deadlines; interpret, explain, and enforce the provisions of governing laws and regulations while under extreme stress during peak workload events surrounding all elections.
- Establish and maintain positive working relationships with government officials, media, political parties, candidates for public office, and with the public.

PROFESSIONALISM AND CONFIDENTIALITY:

Abide by all County policies and procedures Performs the following functions and duties specified in said Sections of the Code of Virginia, 1950, as amended:

TRAINING AND JOB DEVELOPMENT:

- Responsible for continuing education development and building knowledge, skills and abilities
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of election laws; and
- Works with staff to discuss and resolve problems, ideas for improvement, resources, budget preparation, staffing, etc.

Note: This job description is not intended to be all –inclusive. This employee will also perform other reasonably related job responsibilities as assigned by the Board of Elections. The Board of Elections reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all Pulaski County policies and procedures.

Employee: _____

Date: _____