



**GOOCHLAND COUNTY**  
invites applications for the position of:

## **General Registrar/Director of Elections**

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**SALARY:** \$65,000.00 - \$75,000.00 Annually

**OPENING DATE:** 10/04/17

**CLOSING DATE:** 10/20/17 04:30 PM

### **DESCRIPTION:**

The Electoral Board of Goochland County, Virginia invites applications from qualified individuals to be considered for appointment as General Registrar/Director of Elections for Goochland County. The General Registrar / Director of Elections is a position appointed by the local three-member Electoral Board for a four-year term. This effort is to fill the unexpired term of the 32-year incumbent who is retiring January 1, 2018. The successful candidate will be appointed for a term ending June 30, 2019. Reappointment of the incumbent position holder is at the discretion of the Electoral Board.

The General Registrar / Director of Elections is the only position in the Virginia local electoral process that is by statute apolitical, thus no formal political party labels or attachments are associated with the position.

### **ESSENTIAL FUNCTIONS:**

The General Registrar / Director of Elections is a high-profile position responsible for all elements of the electoral system. This position requires extensive knowledge and experience of the Virginia electoral process and the ability to initiate the work. It requires a confident self-starter capable of a variety of duties and functions.

Examples of duties by category are listed below. (The list below is not intended to represent all duties required of the position.)

#### **Election Specific**

1. Qualifying citizens of Goochland County to vote in elections through voter registration and properly maintaining the voter registration list
2. Qualifying candidates for placement on a ballot
3. Administering the Virginia campaign finance reporting requirements for local candidates
4. Preparing the ballots, equipment, and polling place locations where the qualified voters may exercise their franchise
5. Training the officers of election who staff the polling places
6. Administer in-person and by-mail absentee voting, including satisfying legal deadlines regarding ballot availability and ballot dispatch to voters
7. Honoring the many legal deadlines associated with elections, voter registration, campaign finance, and candidate processing
8. Maintaining proper election supply inventory and ordering supplies for each election
9. Working closely with the Electoral Board to ensure fair and impartial elections
10. Managing the election process with the Electoral Board on election day in Goochland County
11. Ensuring proper election results are determined, recorded and published
12. Remaining up to date on changes in law, procedure and regulations governing elections

#### **Supervision / Personnel Management**

1. Assistant registrars – full and/or part-time
2. Officers of Elections – staff at polling places
3. Other employees or volunteers as needed
4. Coordinate with others as needed to accomplish the election tasks
5. Tracking election workers' completion of mandatory training

### **Legal**

1. Enforce the provisions of the National Voter Registration Act
2. Enforce the provisions of the Help America Vote Act of 2002
3. Enforce the provisions of the Code of the Commonwealth of Virginia §24.2, Chapters 1 – 10
4. Meet all legal deadlines as prescribed in federal and state law

### **Accountability**

1. Goochland County Electoral Board (All election matters)
2. Goochland County Administration (Administrative matters)
3. Virginia State Board of Elections
4. Virginia Department of Elections
5. United States Department of Justice
6. Virginia Courts of Record
7. Virginia General Assembly
8. Voters of Goochland County

### **Technology**

1. Proficient with PC based software, especially Microsoft Office
2. Proficient with the PC/Web based Virginia Election Registration and Information System (VERIS)
3. Proficient with the set-up and use of the hardware/software used to create voter photo identification cards
4. Proficient with the set-up and use of the hardware/software to create election poll books
5. Understanding of the technology used with the vote counting equipment
6. Ballot ordering, proofing, confirming and distributing.

### **Equipment**

1. Hardware associated with voter identification cards and election poll books
2. Vote counting machines
3. Disabled-Voter-friendly ballot marking devices
4. Personal computers
5. Ability to lift/push equipment/supplies up to 50 lbs. in weight

### **Public Profile**

1. Speaking to political parties
2. Speaking to and working with voter advocate groups
3. Responding to requests for information as legally required
4. Interacting with the news media, including information inquiries, requests for interviews, and/or generating press releases.
5. Testifying in court as necessary
6. Testifying before public elected bodies such as the Goochland County Board of Supervisors or committees of the Virginia General Assembly

### **Administrative**

1. Budget preparation and presentation
2. Personnel evaluations
3. Successful interaction with other Goochland County governmental positions having a duty in the electoral process, such as Circuit Court Clerk, Commonwealth's Attorney, Sheriff, Treasurer and any others from whom support is needed.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.goochlandva.us>

Position #201700018  
GENERAL REGISTRAR/DIRECTOR OF ELECTIONS  
KP

1800 Sandy Hook Road  
P.O. Box 10  
Goochland, VA 23063  
804-556-5831

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**General Registrar/Director of Elections Supplemental Questionnaire**

- \* 1. Describe any work history as it relates to the need to multi-task and meet deadlines.
  
- \* 2. Describe any experience in public speaking, teaching, or other high-profile duty.
  
- \* 3. Describe any prior election administration experience.
  
- \* 4. Describe any work experience in supervision and/or management.
  
- \* 5. Identify the last election in which you voted.
  
  
- \* Required Question