

CLASS SPECIFICATION FOR
Deputy General Registrar

GENERAL STATEMENT OF DUTIES: Performs the duties of the General Registrar in the absence of the incumbent and administers personnel and financial activities related to voter registration and elections; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The Deputy General Registrar is appointed by the General Registrar, and the term of appointment may not exceed the term of the General Registrar. The incumbent demonstrates comprehensive knowledge of federal and Virginia election laws and State Board of Elections policies and their applications. The incumbent demonstrates strong personnel, management and financial administration skills and knowledge.

EXAMPLES OF WORK (illustrative only) :

- Manages the planning and staffing of all voter registration and election activities of the office of the General Registrar and the Board of Elections for the County of Henrico and insures that all federal and State legal requirements are fulfilled;
- Manages the training of new employees in office procedures and the laws that govern the operation of the office;
- Oversees time reporting and personnel issues for permanent and temporary staff;
- Assists General Registrar in preparing the annual budget for the office;
- Monitors all required reporting and filing by candidates and elected incumbents;
- Writes publications and press notices;
- Develops and presents training programs for Henrico County election officials and voting registrars;
- Troubleshoots and resolves difficult problems arising from voter registration or election day activities;
- Coordinates the purchase, printing and distribution of election materials;
- Manages all preparations required to conduct elections;
- Assists in certifying election results and filing required forms with the State Board of Election;
- Analyzes and evaluates all operations to study staff efficiency and productivity and develops techniques for improvements;
- Evaluates assigned staff's performance and completes performance appraisals;
- Assists General Registrar in defining precinct and district boundaries and identifying and obtaining suitable polling places;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the laws governing voter registration and the conduct of elections and the State's required procedures in the maintenance of voter lists and other official records; considerable knowledge of office management and record-keeping procedures; good knowledge of personal computers and their applicability to the work and mission of the office of the General Registrar; proven analytical skills and the ability to evaluate situations and problems and to offer effective solutions based on the needs and resources of the office; ability to establish and maintain effective working relationships with the employees and the general public; good public speaking skills and the ability to communicate effectively with co-workers, County officials, public figures, citizens and the media; good organizational skills; ability to effectively plan and direct the work of employees; ability to coordinate the work of several diverse work units or groups of employees to meet the goals and mission of the office; proven team-building and leadership skills; excellent customer service skills; considerable knowledge of the geography of Henrico County; ability to prepare reports; integrity.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in a relevant field of study and three (3) years of related work experience, including two (2) years in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must be registered to vote in Henrico County. Must have a valid Virginia driver's license.