



**Fairfax County, Virginia**, located just west of the nation's capital, is a great place to live, work, play and do business. It has the largest population and number of employed residents in the Washington, D.C. area and is one of the premier centers of commerce and technology in the United States.

Governed by a 10-member elected Board of Supervisors, the Fairfax County Government consistently achieves high praise for fiscal stability, quality services and technological sophistication. For fiscal year 2016, the advertised General Fund is approximately \$3.81 billion. Fairfax County continues to maintain an exceptional "Triple A" bond rating from the three leading rating agencies – Moody's Investor Service, Standard and Poor's, and Fitch Investor Service.

Fairfax County has been nationally recognized as a leader in government performance measurement, garnering the International City and County Management Association's Center for Performance Measurement

# GENERAL REGISTRAR

Fairfax County Office of Elections

Job # 15-01260 salary negotiable

The **Fairfax County Electoral Board**, serving Fairfax County (population 1.1 million), the largest locality in the Commonwealth of Virginia, and a suburb of Washington, D.C., is currently recruiting qualified candidates with exceptional senior leadership and management experience for the position of General Registrar to serve a four-year term. With close to 700,000 registered voters, and using advanced technology, the incumbent will be responsible for the oversight of a large and complex non-partisan voter registration and election administration agency. Duties include adherence to Virginia Code Sec. 24.2, and other federal, state and local codes; and management of the Office of Elections, an office with approximately 28 full-time, 200 temporary and 3,700 Election Officer employees.

This is an executive management position that reports to the Fairfax County Electoral Board. Specifically, the General Registrar oversees the day-to-day operations of the Office, which is responsible for the registration of voters, the conduct of elections, and other related activities. The General Registrar is also responsible for formulating policies and procedures for carrying out the Office's goals and objectives, and suggesting and implementing changes in methods and procedures to improve operations.

Additional management responsibilities include:

- Oversees the preparation, monitoring and control of the Office budget;
- Directs the analysis of proposed legislation and regulations affecting county election procedures;
- Interprets and directs the implementation of laws, rules, regulations and codes related to voter registration and the conduct of elections;
- Responds to questions from the public and other agencies concerning election procedures;
- Oversees the ballot processing operations;
- Plans and organizes activities related to conducting local and special elections;
- Coordinates and oversees voter registration activities in the county;
- Works with federal and state agencies, professional organizations and advocacy groups regarding voting programs and voting rights; and
- Ensuring all voter registrations are processed in a timely manner.

The General Registrar is an appointed state employee and sworn official with overall responsibility for administering the provisions of the Virginia Election Laws under guidelines established by the State Board of Elections and the Fairfax County Electoral Board. In addition, the General Registrar is responsible for the management and operations of the

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**Certificate of Excellence every year since 2009.**

**The Fairfax County Public Schools system is one of the highest-rated school systems in America and includes the prestigious Thomas Jefferson High School for Science and Technology. The system is the largest school system in the Baltimore-Washington Metropolitan Area and Northern Virginia – with over 181,000 students enrolled in 196 schools. Fairfax County is also a leader in higher education, where five major colleges and universities, including the main campus of George Mason University are located. Northern Virginia Community College – the largest community college in the Commonwealth of Virginia – has two campuses in Fairfax County.**

**For more information about Fairfax County visit [www.fairfaxcounty.gov](http://www.fairfaxcounty.gov) or [www.fairfaxcountyed.org](http://www.fairfaxcountyed.org)**

Fairfax County Office of Elections including the duties and powers of the General Registrar as stated in Title 24.2 of the Code of Virginia, including Sections 24.2-109 to 24.2-114. The General Registrar consults with, advises, and reports to the Fairfax County Electoral Board on all issues relative to election administration and voter registration.

Incumbents of this position serve at the pleasure of the Fairfax County Electoral Board. Pursuant to the Code of Virginia 24.2-109, local electoral boards are granted the authority to appoint and remove from office, on notice, the General Registrar.

### **MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from accredited college or university with a bachelor's degree in a related field; and four years of experience in voter registration and elections management.

### **PREFERRED QUALIFICATIONS:**

A well-qualified candidate would typically possess education and experience equivalent to a bachelor's degree in a related field and four years of recent managerial level experience that involved the supervision of staff, management of functions and the performance of analysis. Experience in election management required. Holds certification as an Election Administrator, or is eligible to obtain certification.

Knowledge of:

- 1) Principles and practices of management necessary to plan, organize, direct, manage and evaluate programs, administrative policies, organizational structures, and staff;
- 2) Principles of governmental organization, administration, and budgeting;
- 3) The legislative process and the functions and operations of federal, state, and local government;
- 4) Basic group dynamics and effective group or committee participation and leadership; and
- 5) Information Technology and its uses to enhance election performance and efficiency.

In addition, candidates should have demonstrated ability to:

- 1) Plan, organize, and direct large, complex, logistical operations involving a large number of personnel and locations;
- 2) Work under extreme pressure of heavy peak workloads and statutory deadlines;
- 3) Interpret, explain, and enforce the provisions of governing laws and regulations;
- 4) Analyze new or proposed legislation and evaluate and report on the impact to the Office's operations; and
- 5) Establish and maintain effective working relationships with government officials, the media, and the general public.

The Board is seeking an innovative leader who possesses demonstrated management



experience and political acumen. It is crucial that the General Registrar have excellent interpersonal skills and a high level of multicultural sensitivity to work effectively with a diverse customer and employee population. The General Registrar should possess the ability to effectively convey information and laws (verbally and in written form) to a variety of audiences, including the general public, organized citizen groups, politicians, county administration, and staff.

### PHYSICAL REQUIREMENTS:

This position requires one to be able to perform the essential functions of the job with or without accommodations.

### NECESSARY SPECIAL REQUIREMENTS:

The appointee of this position will be required to conduct a criminal background and credit check to the satisfaction of the employer. Must be a legal resident and registered voter in Fairfax County, Virginia within 30 days of appointment.

### SELECTION PROCEDURE:

Panel interview.

### TO APPLY:

Apply online at [agency.governmentjobs.com/fairfaxcounty](http://agency.governmentjobs.com/fairfaxcounty).

### DEADLINE TO APPLY:

5:00 p.m. EST on August 7, 2015.

**Fairfax County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veteran's status or disabled veterans' status.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. Minorities and people with disabilities are encouraged to apply. EEO/AA/TTY.



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