

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1084

TITLE: GENERAL REGISTRAR

GRADE: X-01

DEFINITION:

Under direction, administers a comprehensive program of uniform voter registration for qualified citizens to vote in federal, state and local elections; provides all registration services and those election services delegated by the local electoral board in conformity with the federal and state constitutions, federal, state and local election laws and the policies and regulations established by the General Assembly, State Board of Elections and local government; provides overall direction and management of the Office of Election for the County of Fairfax; and performs related work as required.

ILLUSTRATIVE DUTIES:

Plans, develops, directs, monitors and evaluates the voter registration program;
Provides all registration transaction services required by the Constitution and the Code of Virginia;
Provides special registration services for schools;
Negotiates with other government agencies and private sector business managers to develop field registration sites;
Manages preparations for elections, including materials, machines, ballots, voting places and election officials, as delegated by the Electoral Board;
Conducts absentee voting;
Trains election officials;
Records election results and distributes to State Board of Elections, candidates, officials and the media;
Communicates with State Board of Elections to provide information requested and to clarify regulations;
Works with other registrars and with registration and election organizations to improve the voting process;
Works with U.S. governmental agencies on federal voting programs;
Develops and implements effective public information programs to promote registration and voting, and to publicize changes in registration and election laws;
Prepares submittals to the U.S. Department of Justice under the Voting Rights Act;
Prepares legal notices;
Assists in prosecution of registration and voting violations;
Certifies petitions for candidates and issues;
Manages filing of candidates' and officials' election forms, contributions and expenditure reports, and economic statements;
Coordinates required operations and provides information in re-drawing election districts and precincts;
Maintains systems to monitor, analyze and present information on trends in demographics, residential construction, registration, elections and legislation related to voting;
Notifies state and federal authorities and voters of new districts;
Plans, coordinates, directs, and integrates and evaluates operations and personnel of the Office of Elections;
Provides coaching for performance improvement and professional development;

Provides leadership and participates in programs and activities that promote workplace diversity and a work environment that promotes positive employee relations;
Conducts long-range, strategic planning and sets goals for the Department;
Oversees the preparation and administration of the departmental budget;
Directs the development of management systems, processes, and measurement techniques to improve the efficiency and effectiveness of the Department;
Works closely with County leadership in setting and carrying out the County's vision, mission, and objectives for the Department.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of state and municipal citizenship and voting registration laws and regulations;
Thorough knowledge of federal and state election laws and procedures;
Thorough knowledge of the maintenance and security of voter registration lists and records;
Knowledge of voting systems and voting system technology;
Knowledge of Virginia Election and Registration Information System (VERIS) - Virginia's statewide voter registration system;
Knowledge of Fairfax County (geography, demographics, political subdivisions);
Knowledge of principles, practices, and methods of human resource management, budgeting, program planning, and administration, and the ability to apply them;
Ability to plan and direct the management of the voter registration system and the elements of the election system;
Ability to effectively communicate through a variety of means with a wide range of audiences to include general public, candidates for office, elected officials, representatives of other county, state and federal agencies, and local and national media;
Ability to effectively represent the agency and/or the jurisdiction to a number of groups, agencies or individuals, including the legislature;
Ability to interpret and implement federal, state and local laws, rules and statutes;
Ability to perform duties of the office in a non-partisan manner and adhere to all political restrictions imposed by the Code of Virginia;
Ability to develop and implement policies and procedures in response to changing statutory requirements or environmental changes;
Ability to continuously develop and maintain an understanding of emerging industry issues by proactively monitoring publications, reports, and legislative information and by participating in conferences, training sessions and other professional development opportunities;
Ability to develop and implement short- and long-range strategic and operational plans incorporating known and anticipated events;
Ability to effectively manage, train, and motivate employees through effective leadership;
Ability to develop and coordinate work teams and processes;
Ability to develop and maintain effective working relationships with County officials, colleagues, employees, community and business organizations, the media, and the general public;
Ability to communicate with tact and diplomacy;
Ability to operate in a fast-paced, high-volume, stressful environment.

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Page 3

EMPLOYMENT STANDARDS:

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

CERTIFICATES AND LICENSES REQUIRED:

Valid Virginia Motor Vehicle Driver's license.

NECESSARY SPECIAL REQUIREMENTS:

Positions in this class may be subject to criminal history records checks and/or credit checks as a condition of initial or continued employment.

Must be a legal resident and registered voter in Fairfax County, VA at time of appointment.

REVISED: February 25, 2008
ESTABLISHED: July 2006