

Adopted: September 2001, Revised: \_\_\_\_\_

## Class Title: Deputy Registrar/Elections Administrator

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

The Deputy Registrar must assume the duties and responsibilities of the General Registrar in the Registrar’s absence. The Deputy Registrar is the Election Administrator for the Department of Elections and is responsible for directing all activities connected with the administration of all elections held in the City of Norfolk. This requires an understanding of the subtleties of politics, government, history, business and finance and the development of comprehensive operational plans to ensure elections are administered in compliance with all State and Federal Election laws. The Deputy Registrar is also responsible for managing the staff and directing the daily operations of the Department, which includes monitoring work processes and procedures for compliance with State and Federal voter registration laws.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Monitors all election activities for compliance with State and Federal Election laws. Plans and directs all office and field operations related to the administration of Elections in the City of Norfolk. These operations include, but are not limited to procurement, preparation and distribution of all materials used to conduct elections, providing technical support for the resolution of problems, direct oversight of the Absentee Voting process, and ensuring that election results are accurately reported, posted on the State Board of Elections website and certified. Responsible for coordinating voter education initiatives.
2	S	Monitors all Voter Registration activities for compliance with State and Federal election law, directives and policies. Conducts audits of records to ensure accuracy and the integrity of the Voter Registration system.
3	S	Directs the daily operations of the Department. Evaluates operations for efficiency and productivity. Responsible for all personnel issues including hiring, training, supervising, and evaluating Election Assistants. Develops policies and procedures and provides instruction to staff on procedural changes pursuant to revisions in State and Federal Election Administration and Voter Registration laws. Handles relations with the State Board of Elections, other departments, the media, community organizations and citizens.
4	S	Advises candidates on filing regulations and ensures that a candidate who files is properly certified. Maintains records of campaign finance reports and public disclosure documents for public inspection. Audits reports of campaign contributions and expenditures for compliance with the Campaign Finance Disclosure Act.
5	S	Develops the Department’s annual budget submission. Monitors budgeted funds by reviewing and approving all expenditures, procuring all election materials and services and making decisions concerning all departmental purchases.

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	<b>Physical Strength Code</b>	<b>ESSENTIAL FUNCTIONS</b>
6	S	Proposes and monitors election legislation; lobbies for and against changes in State and Federal election law; testifies before legislative committees; acts as spokesperson for the Department; participates in state and national election activities. Assumes the duties of the General Registrar when necessary, including, but not limited to: assisting the Norfolk Electoral Board with the development and implementation of the policies and procedures related to Election Administration; representing the City of Norfolk on special committees tasked with election and/or voter registration process improvements; working directly with media representatives concerning sensitive issues related to election and voter registration activities; representing the Norfolk Electoral Board and the Office of Elections in Circuit Court regarding all Voting Rights litigation.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally obtained through four years of college resulting in a Bachelor’s degree or equivalent.
Experience	Three years in administration, management or teaching
Certifications and Other Requirements	Valid Driver’s License
Reading	Requires the ability to read and interpret election law as well as comprehend policy and administrative manuals and national publications.
Math	Work requires the monitoring of staff records, cash receipts, departmental budget expenditures and payroll. Must be able to interpret voting machine tabulations, campaign finance, election results and voter registration statistics, as well as Census data.
Writing	Work requires writing and editing policies and procedures, training materials, staff evaluations, minutes, reports, and publications.
Managerial	Managerial responsibilities for planning and administering elections, voter registration activities and the days to day operations of the Office of Elections.
Budget Responsibility	Oversees budget preparation of departmental budget. Reviews and approves all expenditures of budgeted funds and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for Election Assistants. Handles hiring and disciplinary actions for part-time employees and provides input to the General Registrar with regards to these actions for full-time employees. Establishes work objectives and monitors productivity levels, realigning work as necessary.
Complexity	Work requires execution of analytical and judgment skills in accomplishing a wide variety of complex, often litigious duties. Work also requires the interpretation of policies, standards and precedents as they relate to Voter Registration and Election Administration.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may include other City departments involved in decision making, providing approval and technical assistance. In addition, the Deputy Registrar works with individuals with the State Board of Elections, in professional and peer organizations as wells as vendors and suppliers.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, access supply cabinet, filing, supervision, customer service, training
Sitting	F	Computer, desk work, meetings, answering telephone
Walking	F	Inter-office, to/from office equipment, while supervising, training or customer service
Lifting	O	Office supplies, boxes, packing materials
Carrying	O	Office supplies, boxes, packing materials
Pushing/Pulling	O	Boxes, packing materials
Reaching	O	Boxes, packing materials
Handling	F	Office supplies, boxes, packing materials
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	O	Retrieval of files
Crouching	O	Retrieval of supplies
Crawling	N	
Bending	O	Retrieval of supplies
Twisting	N	
Climbing	O	Retrieval of supplies, ballots
Balancing	N	
Vision	C	Computer, desk work, supervising, customer service, reading election law/printed materials, writing, filing
Hearing	C	Telephone, co-workers, supervising, customers, training classes
Talking	C	Telephone, co-workers, supervising, customers
Foot Controls	N	
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, calculator, paper shredder, PBC III Vote Tabulator, PC- laptop, Standard Microsoft Windows and Office software, VVRS- Virginia Voter Registration System, Advantage Desktop, PeopleSoft, Internet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)