

REGISTRAR MANAGER - ELECTIONS AND REGISTRATION

JOB CLASSIFICATION: REGISTRAR MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative, election and voter registration activities. Responsibilities include coordinating and participating in voter registration programs, processing registration applications, assisting in absentee voting operations, pre/post-Election Day activities and providing lead direction to assigned staff as required. Maintains a complete and accurate record of all eligible voters in the County; ensures each person votes in the correct precinct and for their correct representative; prior to all elections.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply election/voter registration laws, rules, county or departmental policies, practices, and procedures necessary to function effectively in the position.

Develops, implements and updates program goals and policies and procedures for the Elections and Voter Registration Department, in alignment with the Director's goals, mission and vision.

Reviews and evaluates work performance; develops performance measures and standards; coaches, counsels and disciplines staff as necessary.

Oversees the recruitment, selection and training of full time, part-time and seasonal elections staff.

Ability to interpret and apply laws, rules, and policies governing elections/voter registration operations initiate change and take effective action to correct deficiencies while exercising sound judgment, solve challenges in an objective manner.

Analyzes elections data for strategic planning and program development.

Minimum Qualifications: Two (2) years of experience in elections administration preferred. Georgia Election Officials Certification (GEOC) or Georgia Registrar Official

Certification (GROC) preferred. Must acquire and maintain GEOC or GROC certification through the Georgia Office of the Secretary of State.

ADA Compliance

Physical Ability: Physical Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-120 pounds). Tasks may involve extended periods of time at a keyboard or work station

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, temperature extremes, or traffic hazards.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.