

## INTERIM DIRECTOR OF ELECTIONS/GENERAL REGISTRAR

**Salary**

\$78,323

**Location**

City of Franklin, VA

**Job Type**

Interim Director of Elections/General Registrar

**Department**

Office of the General Registrar

**Ending Date**

11/08/2025 at 5 pm

**Interested candidates must:**

1. Complete the online application process found at [ebhire@franklinva.com](mailto:ebhire@franklinva.com)
2. Send a cover letter and resume to [ebhire@franklinva.com](mailto:ebhire@franklinva.com)

**Position Information**

The City of Franklin, Virginia Electoral Board is seeking an Interim Director of Elections/General Registrar to help with the November election, to provide professional and technical leadership to the Department and overseeing the administration of our 6 precincts for our 6,000 plus voters. The individual seeking this position must be able to work well with the city departments and the Electoral Board and is ultimately responsible for keeping the Electoral Board informed of all relevant matters pertaining to the operation of the department.

**NOTE: THIS IS A TEMPORARY POSITION****Specific duties and responsibilities include but are not limited to:**

- Knowledge of VERIS and the Enhanced Voting System.
- Must be self-directive and able to prioritize workload.
- An administrator, detailed oriented, capable of managing all phases of the election.
- Supervise permanent staff.
- A trainer who is able to effectively teach others how to perform their duties.
- A public speaker, able and willing to speak before the public about the election process.
- Knowledge of laws, principles, and practices of election administration and voter registration, specifically in Virginia.
- Ability to exercise tact and courtesy, and to work under pressure and adapt to rapidly changing circumstances.
- Be able to work additional hours leading up to and including Election Day, including some weekends.
- Must be able to receive guidance and advice from the Virginia Department of Elections and the Electoral Board.

The ideal candidate will have a combination of education and experience equivalent to a Bachelor's Degree in Public Administration, Management Business Administration, Communications, or related area and significant professional experience working in state or local government administration, preferably in voter registration and election administration, with at least four years in a supervisory capacity.