

HURON COUNTY BOARD OF ELECTIONS  
**DEMOCRATIC DIRECTOR/DEPUTY DIRECTOR**  
POSITION AVAILABLE

**Job Classification:** Director/Deputy Director

**Job Location:** Huron County Board of Elections  
Norwalk, OH 44857

**MINIMUM QUALIFICATIONS:**

Candidate must be a resident Democratic elector or become a resident within 30 days of hire.

**Education:**

Candidate must have a high school diploma or have attained the equivalency of a high school diploma (GED). College level education is desired.

**Election Related Experience and Skills:**

Candidate must have a baseline understanding of the rules, processes, procedures, and equipment used in local election administration, including:

- Operating voting machines used in the county and other automated office equipment;
- Managing a successful and efficient database;
- Using, understanding and applying election law terminology;
- Knowing the basics of Ohio's "sunshine laws" governing open meetings and public records; and
- Receiving and implementing assignments and instructions from board members and Secretary of State's office;

**General Managerial Experience and Skills:**

Candidate must, to the satisfaction of a majority of the board, have the experience and capability to manage the day-to-day operations of that county's board of elections. To this end, the candidate must possess:

- Effective written and interpersonal communication abilities;
- Strong organizational skills and attention to detail;
- Familiarity with relevant state and federal human resources policies and practices;
- Familiarity with the handling of budgets and public appropriation of funds;
- Ability to perform duties assigned by law, the county board of elections, and/or the Secretary of State;

- Ability to convey or exchange information, including giving and managing assignments or direction to board personnel;
- Ability to adapt and to perform in a professional manner under stressful or emergency situations;
- Ability to comprehend a variety of informational documents; and
- Ability to conduct self at all times in a professional and courteous manner.

## **CRIMINAL BACKGROUND CHECK**

Before being selected by a county board of elections, the candidate for Director/Deputy Director must complete SOS Form 302-A (kept on file with the board of elections), and pass, to the satisfaction of a majority of the board members as described below, a criminal background check conducted by the County Sheriff or other law enforcement agency at the expense of the board of elections.

In addition, the candidate for Director/Deputy Director must complete a questionnaire (Form 305) before being appointed or reappointed to the position of Director/Deputy Director. The completed questionnaire must be kept on file with the board of elections and a copy sent to the Secretary of State.

## **JOB DESCRIPTION**

- Prepare and conduct all primary, general and special elections held in the county;
- Process, evaluate and report elections results;
- Recruit and train precinct election officials;
- Supervise the processing of voter records;
- Keep a full and true record of the proceedings of the board and all moneys received and expended;
- File and preserve in the board office all orders, records, and reports pertaining to the administration of voter registrations and elections;
- Prepare the minutes of board meetings;
- Audit campaign finance reports;
- Calculate charge backs to political subdivisions;
- Assist local liquor option petitioners;
- Receive and have custody of all books, papers, and property belonging to the board;
- Perform such other duties in connection with the office of director and the proper conduct of elections as the secretary of state and board of elections determine;
- Review all Directives, Advisories, Memoranda, correspondence and materials issued by the Secretary of State and take action as required by those communications;
- Supervise and instruct board employees, assign work, coordinate activities, make recommendations concerning hiring, responsibilities, compensation, discipline, and discharge of board employees;

- Develop a proposed annual budget to be submitted to the county commissioners, upon approval of the board of elections and monitor the board's budget and payroll relative to current year appropriations.
- And all other duties as prescribed by the board and Secretary of State.

**ADDITIONAL REQUIREMENTS:**

- Able to lift at least 40 lbs.
- Able to stand for long periods of time.

All applicants are subject to a criminal background check.

**Interested candidates should submit a cover letter and resume by mail or email to:**

**Sue Lesch  
Chair, Huron County Democratic Party  
280 W. Main St.  
Norwalk, OH 44857  
Suelesch2@gmail.com**

Cover letters and resumes must be submitted by: June 25, 2018

**THE HURON COUNTY BOARD OF ELECTIONS IS AN EQUAL OPPORTUNITY  
EMPLOYER.**