

Board of Elections Democratic Director

A candidate for the position of Director (Democrat) of the Geauga County Board of Elections. Consideration will be given to candidates with previous election administration experience. The evaluation criteria is outlined in Chapter 2, Ohio Elections Official Manual, which can be reviewed on the Secretary of State's website. A copy of the job description may be obtained at the Board's website: <http://www.co.geauga.oh.us/Departments/BOE>

Interested candidates should submit a cover letter and resume to:

Gauga County Board of Elections
Attn: Janet Carson, Board Member
470 Center Street, Bldg. 6-A
Chardon, Ohio 44024

Or: dreiter@co.geauga.oh.us; Subject line: Application

Cover letters and resumes must be submitted by 4:00 p.m. on May 15, 2019.

The Geauga County Board of Elections is an Equal Opportunity Employer. Applicants will be subject to a criminal background check in conjunction with an offer of employment.

DIRECTOR

The Geauga County Board of Elections is currently accepting resumes for the position of Director. The candidate must be a registered Democratic voter and a resident of Geauga County within 30 days of being hired.

EDUCATION:

A candidate for the position of Director of the Geauga County Board of Elections must possess at least a high school diploma or equivalent (GED). College level education is desired but not required.

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 the Geauga County Board of Elections.

The candidate must possess:

- Effective written and interpersonal communication abilities;
- Strong organizational skills and attention to detail;
- Familiarity with relevant state and federal human resource 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 information documents; and
- Ability to conduct self at all times in a professional and courteous manner.

Consideration will be given to candidates with previous election administration experience.

Candidates may be subjected to a criminal background check.

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

GEAUGA COUNTY BOARD OF ELECTIONS

Attn: Janet Carson, Board Member

470 Center Street, Bldg. 6-A

Chardon, Ohio 44024

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dreiter@co.geauga.oh.us, in Subject line: Application

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