



Carroll County Board of Elections

119 South Lisbon Street, Suite 102
Carrollton, Ohio 44615

(330) 627-2610
www.CarrollCountyBOE.com

JOB ANNOUNCEMENT DEPUTY DIRECTOR CARROLL COUNTY BOARD OF ELECTIONS

The Carroll County Board of Elections (CCBOE) is accepting applications for the position of Deputy Director of the CCBOE. This position, in cooperation with the Director, is responsible for preparing and conducting all elections held throughout Carroll County. The Director and Deputy Director oversee all operations involved in the election process in accordance with Title 35 of the Ohio Revised Code, policies and procedures of the State of Ohio and federal election laws. Additionally, the Director and Deputy Director's responsibilities include but are not limited to the management of an annual budget; enforcing board policies on purchasing, personnel and legal matters; staffing, training and election planning for a public agency. The Director and Deputy Director report to a four member bi-partisan board. Qualified candidates must be affiliated with the Republican Party, reside in Carroll County or be able to relocate within 30 days of accepting the position. Applicants must agree to a background check.

The CCBOE is seeking exceptional and professional administrators with a documented record of accomplishment(s) and experience. The successful candidates must display strong leadership and communication skills to assume the role of Deputy Director and must have the ability to develop and implement progressive elections procedures and work practices.

Qualifications also include a demonstrated ability to solve problems within the scope of responsibility, present ideas effectively and to establish and maintain effective working relationships with the Carroll County Board of Elections, the Ohio Secretary of State's office, the County Commissioners, other elected officials, employees, community representatives and the general public. It is preferred that the successful candidates will have a college education and possess knowledge of and have experience in Ohio election laws and procedures including an understanding of computer information systems.

Applicants are subject to a criminal background check, pre-employment testing and must identify their political party on their application. Under Ohio law, the Director and Deputy Director may not be of the same political party.

Deadline to submit an application is 4:00 pm on Wednesday, July 24, 2019.

Please submit a letter of interest, resume, completed application and Form 307 to:
Carroll County Board of Elections
Attn: Amanda Tubaugh, Director
119 S. Lisbon St., Ste. 102
Carrollton, OH 44615
atubaugh@carrollcountyboe.com

A full job description, evaluation criteria along with an application and Form 307 can be found on the Carroll County Board of Elections website: www.CarrollCountyBOE.com

The Carroll County Board of Elections is an equal opportunity employer.

Amanda Tubaugh, Director

Vickie Reed, Deputy Director

Jeff Mangun, Chair

John Barnett

Georgette Huff

Robyn Sutton



Carroll County Board of Elections

119 South Lisbon Street, Suite 102
Carrollton, Ohio 44615

(330) 627-2610
www.CarrollCountyBOE.com

Title: Director/Deputy Director
Reports To: Board Members

FUNCTION: Responsible for the preparation and conduct of all elections held throughout Carroll County. Oversees all operations involved in the election process in accordance with Title 35, of the Ohio Revised Code. The Director has dual functions, serving as the board's chief administrator as well as an election official. In these capacities, the Director performs or oversees a variety of duties, including but not limited to the following:

RESPONSIBILITIES:

- Prepare and conduct all primary, general and special elections held in the county;
- Process, evaluate and report election 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 minutes of board meetings;
- Audit campaign finance reports;
- Calculate charge backs to political subdivisions;
- Receive and maintain 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 determine;
- Review all Directives, Advisories, Memoranda, correspondence and materials issues by the Secretary of State and take actions 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; and
- Develop a proposed annual budget to be submitted to the county commissions, upon approval of the board of election and monitor the board's budget and payroll relative to current year appropriations.

Amanda Tubaugh, Director

Vickie Reed, Deputy Director

Jeff Mangun, Chair

John Barnett

Georgette Huff

Robyn Sutton



Carroll County Board of Elections

119 South Lisbon Street, Suite 102
Carrollton, Ohio 44615

(330) 627-2610
www.CarrollCountyBOE.com

MINIMUM QUALIFICATIONS:

- **Education:** High School Diploma or equivalent required; College level education desired;
- **Election Related Experience/Skills:** Baseline understanding of the rules, processes, procedures, and equipment used in location election administration including:
 - Operating voting machines used in the county and other automated office equipment;
 - Manages a successful and efficient database;
 - Uses and understands and applies election law terminology;
 - Knows the basics of Ohio's "sunshine laws" governing open meetings and public records;
 - Receives and implements assignments and instructions from board members and Secretary of State's office;
- **General Managerial experience and skills:** Must, to the satisfaction of the board, have the experience and capability to manage the day to day operations of the county's board of elections, therefore must possess:
 - Effective written and interpersonal communication abilities;
 - Strong organizational skills and attention to detail;
 - Familiarity with the handling of budgets and public appropriation of funds;
 - Ability to perform duties assigned by the law, the county board of elections and/or 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;
 - Ability to conduct self at all times in a professional and courteous manner.

ADDITIONAL REQUIREMENTS:

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

Amanda Tubaugh, Director

Vickie Reed, Deputy Director

Jeff Mangun, Chair

John Barnett

Georgette Huff

Robyn Sutton