



Carroll County Board of Elections

119 South Lisbon Street, Suite 102
Carrollton, Ohio 44615

(330) 627-2610
www.CarrollCountyOhioElections.Gov

JOB ANNOUNCEMENT DIRECTOR CARROLL COUNTY BOARD OF ELECTIONS

The Carroll County Board of Elections (CCBOE) is accepting applications for the position of 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 Democratic Party, reside in Carroll County or be able to relocated 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 Friday, August 30, 2019.

Please submit a letter of interest, resume, completed application and Form 307 to:
Carroll County Board of Elections
119 S. Lisbon St., Ste. 102
Carrollton, OH 44615
Carroll@OhioSoS.Gov

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.CarrollCountyOhioElections.Gov

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
