

MIAMI COUNTY BOARD OF ELECTIONS

Chairperson • Dave Fisher
Director •

Members • Ryan King, Audrey Gillespie, Rob Long
Deputy Director • Ian Ridgeway

MIAMI COUNTY BOARD OF ELECTIONS Invites Applications for the Position of: Director

JOB TITLE: Director of the Miami County Board of Elections
Salary: \$48,672 or DOQ

OPENING DATE: 02/01/2019

CLOSING DATE: 02/12/2019

NATURE OF JOB:

This position, in cooperation with the Deputy Director, is responsible for overseeing, directing and managing the Board of Elections Office; developing, recommending, and adhering to an annual budget; and conducting fair and impartial elections.

MINIMUM QUALIFICATIONS:

Qualified candidates must be affiliated with the Republican Party, reside within Miami County or be able to relocate within 30 days of accepting the position. Applicants must agree to a background check.

A candidate for Director of the Board of Elections must possess at least a high school diploma or its equivalency. College education is desired, and specialized training and/or certification in the various aspects of election administration is to be favored in evaluating applicants. Applicants are requested to demonstrate how they meet the necessary qualification of the job description when submitting their resume.

Interested parties may receive a copy of the job description, evaluation criteria and the Ohio Secretary of State's Form 307 by visiting the Miami County Board of Elections website at www.miami.ohioboe.com. The website also has the Questionnaire for Prospective Appointment as a Member, Director or Deputy Director of the County Board of Elections (Form No. 307) on it.

METHOD OF APPLICATION:

Any qualified registered Republican may apply by submitting Form 307, along with a current resume, to Miami County Board of Elections, Old Courthouse, 215 West Main Street, Troy, Ohio 45373, or by emailing iridgeway@miamicountyohio.gov. Applications must be received by the Board by 4:00 p.m. on Tuesday, February 12, 2019.

MIAMI COUNTY BOARD OF ELECTIONS IS ACCESSIBLE TO THE DISABLED.
MIAMI COUNTY BOARD OF ELECTIONS IS AN EQUAL OPPORTUNITY EMPLOYER

Address • 215 W. Main St. • Troy, OH 45373

Phone • 937-440-3900

Fax • 937-440-3901

Website • Miami.ohioboe.com

Email • miami@ohiosecretaryofstate.gov

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