

**JOB ANNOUNCEMENT: DEPUTY DIRECTOR – REPUBLICAN PARTY
LAKE COUNTY BOARD OF ELECTIONS**

The Lake County Board of Elections (Painesville, Ohio) is accepting applications for the position of Deputy Director of the Board of Elections. Situated in Northeast Ohio along Lake Erie, Lake County boasts a strong local economy with diverse dining, entertainment and housing options. Lake County ranks 12th in the State of Ohio in voter registration population with approximately 163,000 registered voters, 56 polling locations and 163 precincts. The Board plans to implement a new voting system in 2021, which is one of the many exciting projects the new Deputy Director will assist with upon appointment. The Board's 7 full-time employees and numerous seasonal employees offer decades of combined election experience and are committed to administering free and fair elections.

The successful applicant will be affiliated with the Republican Party and will reside and register to vote in Lake County within 30 days of being appointed. Additional minimum qualifications include the following: a high school diploma or have attained the equivalency of a high school diploma (GED). College level education is desired. Baseline understanding of the rules, processes, procedures, and equipment used in local election administration, including: Operating voting machines and other automated office equipment; managing a successful and efficient database; using, understanding and applying election law terminology; understanding the basics of Ohio's "sunshine laws" governing open meetings and public records; and, receiving and implementing assignments and instructions from board members and the Ohio Secretary of State's Office.

Managerial requirements, as demonstrated by previous work experience, include the following: 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 as assigned by the law, the 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.

Ideal candidates will have previous employment at a Board of Elections or similar elections office and experience with programming elections using hardware and software provided by Election Systems and Software (ES&S) as well as Triad Government Services voter registration software.

Starting salary is negotiable and recruitment is open until the position is filled. The successful applicant must consent to and pass a statewide criminal background check. Qualified applicants must send cover letter and resume to Lake@Ohiosos.gov or mail hardcopy of the same to:

Attention: Board Members
Lake County Board of Elections
105 Main St. Ste. 107,
Painesville, OH 44077

The Lake County Board of Elections is an equality opportunity employer.