

**Timothy J. Thompson**  
Director  
**Jackson M. Boyd**  
Chairman  
**Patrick L. Hennessey**  
Member



**Marlee J. Gibson**  
Deputy Director  
**Roberta K. Durfee**  
Member  
**Karen B. Vincent**  
Member

**JOB ANNOUNCEMENT  
DIRECTOR/DEPUTY DIRECTOR  
MUSKINGUM COUNTY BOARD OF ELECTIONS**

The Muskingum County Board of Elections is accepting applications for the position of Director/Deputy Director of the Muskingum County Board of Elections. This position is responsible for preparing and conducting all elections held throughout Muskingum 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 Muskingum County or be able to relocate within 30 days of accepting the position. Applicants must agree to a background check.

The Muskingum County Board of Elections 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 Director/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 Muskingum 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 Tuesday, February 9<sup>th</sup>, 2021.**

Please submit a letter of interest, resume and a completed application to:

Muskingum County Board of Elections  
627 Market Street  
Zanesville, Ohio 43701  
[Muskingu@OhioSoS.Gov](mailto:Muskingu@OhioSoS.Gov).

A full job description and application a can be found on the Muskingum County website:  
[www.MuskingumCountyoh.gov](http://www.MuskingumCountyoh.gov).

*The Muskingum County Board of Elections is an equal opportunity employer.*

627 Market St. Zanesville, Ohio 43701-3612  
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