

## JOB ANNOUNCEMENT DEPUTY DIRECTOR

The Holmes County Board of Elections is accepting resumes and letters of interest for the position of Deputy Director of the Board. This position is responsible for preparing and conducting all elections held in Holmes 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. The Director and Deputy Director report to a four-member bi-partisan board. The Board is seeking an exceptional and professional administrator with a documented record of accomplishment and experience. The successful candidate must display strong leadership and communication skills to assume the role of Deputy Director and must have the ability to develop and implement elections procedures and work practices. Qualifications also include a demonstrated ability to solve problems, communicate effectively and to establish and maintain positive working relationships with the Holmes County Board of Elections, the Ohio Secretary of State's office, the County Commissioners, other elected officials, employees, the media, community representatives and the general public. A high school diploma or GED is required with a college degree preferred. The successful candidate will possess knowledge of and have experience in Ohio election laws and procedures. Candidates should be proficient in Microsoft Office, and knowledgeable regarding cybersecurity and computer information systems. Candidates must be affiliated with the Democratic Party. The successful candidate shall be a resident elector of Holmes County within 30 days of employment. The successful applicant must consent to and pass a statewide criminal background check. Salary is dependent upon qualifications. Benefits include: paid vacation, sick and personal days, health, dental, vision and disability insurance after 90 days of full-time employment, deferred compensation plan and participation in the Ohio Public Employees Retirement System. The deadline to submit a resume, a letter of interest and Form 307 is 4:00 p.m. on Friday, July 30, 2021. Please submit to: [Holmes@OhioSoS.gov](mailto:Holmes@OhioSoS.gov) or Holmes County Board of Elections, 75 E. Clinton St., Suite 108, Millersburg OH 44654. A full job description as well as Form 307 can be found on the Holmes County Board of Elections website: <https://www.boe.ohio.gov/holmes/>. The Holmes County Board of Elections is an Equal Opportunity Employer.

Duties and responsibilities of the director and deputy director of a county board of elections:

- i. Prepare and conduct all primary, general, and special elections held in the county;
- ii. Process, evaluate, and report election results;
- iii. Recruit and train precinct election officials;
- iv. Supervise the processing of voter records;
- v. Keep a full and true record of the proceedings of the board and all moneys received and expended;
- vi. File and preserve in the board office all orders, records, and reports pertaining to the administration of voter registrations and elections;
- vii. Prepare the minutes of board meetings;
- viii. Audit campaign finance reports;
- ix. Calculate charge backs to political subdivisions;
- x. Receive and have custody of all books, papers, and property belonging to the board;
- xi. 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;
- xii. Review all Directives, Advisories, Memoranda, correspondence and materials issued by the Secretary of State and take action as required by those communications;
- xiii. Supervise and instruct board employees, assign work, coordinate activities, make recommendations concerning hiring, responsibilities, compensation, discipline, and discharge of board employees; and
- xiv. Develop a proposed annual budget to be submitted to the county commissioners, upon approval of the board of elections, and monitor the board's budget and payroll relative to current year appropriations.