

Allen County, Ohio – Board of Elections Director/Deputy Director Job Description

Position Title: Director/Deputy Director

Description: This is a full-time, unclassified, exempt position. An applicant must be affiliated with the Democratic Party and a resident and elector of Allen County or willing to move to Allen County within 30 Days of hire. All applicants are subject to a criminal background check.

Location: Allen County Board of Elections, 204 N. Main St., Lima, OH 45801

Appointing Authority: Allen County Board of Elections

Salary: \$53,372.80 Annually

Closes: February 3, 2016 by 4:30 p.m.

Instructions: Applicants interested in this full-time position are to submit an employment application in the form of a cover letter explaining how the minimum requirements as detailed in the job description in Directive 2015-24 have been met, a résumé, and completed SOS forms 302-A and 305 to the Allen County Board of Elections prior to the deadline by email to allen@ohiosecretaryofstate.gov; by mail to P.O. Box 5008, Lima, Ohio 45802-5008, or in person at the Allen County Board of Elections office at 204 N. Main St., Lima, OH 45801.

Interested applicants are required to submit applications by February 3, 2016 by 4:30 p.m. Individuals needing accommodation in completing this application should please contact the Board of Elections Office at (419) 223-8530. All SOS forms and directives may be obtained on the SOS website. <http://www.ohiosecretaryofstate.gov>

Job Objective

To serve the Allen County Board of Elections as its Director/Deputy Director.

Summary of the general nature and level of the job A Director is responsible for the administration of elections.

Minimum Qualifications

- A high school diploma or equivalent, college level education is desired.
- A valid Ohio driver's license and proof of insurance, substantial related management experience, and typing speed and proficiency of at least 60 wpm;
- Ability to perform duties assigned by law, the Allen County Board of Elections, and/or the Secretary of State;
- Understanding of, experience, and management successful and efficient database management, a strong understanding of and ability to use Microsoft Office products (including but not limited to

Microsoft Word, Excel, and Access), Adobe Acrobat (Adobe Professional preferred), various software applications included with Windows operating systems, and the ability to learn new software applications, including but not limited to voter registration and election management programs;

- Ability to comprehend a variety of informational documents, election law terminology, and Ohio law concerning elections and government administration, including but not limited to Ohio Revised Code Title 35, Ohio “Sunshine Laws” (Ohio Public Records and Open Meetings Acts), Ohio Secretary of State Directives, Advisories, and Memoranda, and assignments and instructions from board members and the Secretary of State’s office;
- Familiarity of voting machines used in Allen County and other automated office equipment;
- Ability to adapt to stressful and emergency situations and events in a professional, calm, and thoughtful manner and to conduct self at all times in a professional and courteous manner;
- Strong and effective written and verbal communication, time-management, organizational, problem-solving, and customer-service skills;
- Ability to convey or exchange information, including giving and managing assignments or direction to board personnel;
- Familiarity with relevant state and federal human resources policies and practices and the handling of budgets and public appropriation of funds;
- Ability to work accurately and meet deadlines with frequent interruptions and in a flexible manner, one that allows for changes in assignments and priorities depending upon the timing of the election cycle;
- Ability to lift election equipment, storage containers, and other items not to exceed 50 pounds; and
- Ability to exercise good judgment and discretion in handling confidential materials and matters.

Physical Requirements

Tasks require the ability to daily exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds) and on occasion moderately heavy weight (up to 50 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements

Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors

Essential functions are regularly performed without exposure to adverse environmental conditions.

Other Factors

Board employees will be limited in the amount of vacation time during the period in which UOCAVA absentee voting has started until the election has been declared official and any recount or post-election audit has been completed. This may or may not apply to all elections held in a calendar year. Ability to work overtime, at times intensive, will be required during certain periods of the year.

Essential Functions of Director

1. Prepare and conduct all primary, general, and special elections held in the county.
2. Process, evaluate, and report election results.
3. Supervise the processing of voter records.
4. Recruit and train election officials.
5. Keep a full and true record of the proceedings of the board and all moneys received and expended.
6. File and preserve in the board office all orders, records, and reports pertaining to the administration of voter registrations and elections.
7. Maintain accurate, current computerized database of voter registration information and information essential to programming election equipment and creating ballots for use in each election.
8. Prepare the minutes of board meetings.
9. Calculate charge backs to political subdivisions.
10. Receive and have custody of all books, papers, and property belonging to the board.
11. Provide information to the media concerning election practices and law by confidently demonstrating the understanding necessary to properly apply election law terminology.
12. Review all Directives, Advisories, Memoranda, correspondence and materials issued by the Secretary of State and take action as required by those communications.
13. Supervise and instruct board employees, assign work, coordinate activities, make recommendations concerning hiring, responsibilities, compensation, discipline, and discharge of board employees and assist in the training and cross-training of seasonal, part-time, and full-time staff members.
14. 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.

15. Audit campaign finance reports and assist with the tasks associated with campaign finance compliance.
16. Comprehend the basics of Ohio's "sunshine laws" governing open meetings and public records and execute such laws accordingly.
17. Maintain and destroy records created by the board of elections in accordance with Ohio Public Records law and document retention schedules.
18. 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.

Other Functions of Board Employees

1. Assist the public through the use of the telephone, in person, electronic mail, and written correspondence in a professional, friendly, and courteous manner by providing assistance and information concerning board of elections related information, procedures, guidelines, pertinent dates/deadlines, forms, fees, or other issues maintain accurate and uniform responses to routine questions, complaints, or requests for service.
2. Operate and utilize general office and election-related equipment, including computers, optical scan machines, accessibility-based election equipment, printers, photocopiers, scanners, fax machines, postage machines, envelope slicers, paper folders, and other office or election-related equipment.
3. Operate a computer to enter, retrieve, review or modify data; verifies accuracy of entered date and makes corrections as appropriate; utilizes word processing, database, email, voter registration, and other software programs.
4. Update computerized voter database as needed by entering or removing data to reflect additions, deletions, name changes, address changes, transfers, duplications, deaths, ineligibility, felon status, or other voter registration activity.
5. Perform general office, data entry, and clerical duties including preparing forms and correspondence, reports, correspondence, and other documents, drafting memos and faxes, updating databases and spreadsheets, reviewing and editing data for accuracy and completeness, generating reports, entering data using a number pad, and other related functions.
6. Process a variety of election-related documents per Board policy and procedures and within designated timeframes.
7. Process and enter voter registration information; review registration forms for accuracy; review database for current voting registration status; print and complete certificates of registration; determine appropriate wards, precincts, and voting locations; input information into databases; transmit voter registration forms; and other related duties as required.

8. Check completeness and accuracy of petitions; verify the validity of signatures and other information provide by petition signers; assist in other duties related to the certification of candidates and issues to the ballot and make recommendations to the board.

9. Receive and accept the filing of forms, reports, correspondence, and other election-related documents, including voter registration forms, absentee documents, petitions, correspondence, and resolutions.

10. Maintain inventory of supplies and initiate requests for new or replacement materials.

11. Prepare payroll information using county financial software and in-house methods, prepare and transmit payments to all individuals, groups, and organizations that may assist the board of elections on Election Day.

12. Assist in the development and updating of the board website.

13. Assist in other areas as needed, which may include verifying and entering absentee information, preparing election supplies for distribution, unpacking election supplies, sorting ballots, preparing for mass mailings, transmitting election data, scanning and processing printed Election Day materials, assembling precinct manuals and books, and in the operation of precinct and polling locations.

Required Licenses and/or Certificates High School Diploma or equivalent, possession of a current valid Ohio Motor Vehicle Operator License, safe and reliable personal vehicle available for county business use, and personal vehicle insurance.

AN EQUAL OPPORTUNITY ADA/COMPLIANCE EMPLOYER