

The Election Center

national association of election and voter registration officials

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CUYAHOGA COUNTY BOARD OF ELECTIONS

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Chairman

Edward C. Coaxum, Jr.

Sally D. Florkiewicz

Loree K. Soggs

L. Michael Vu
Director

Gwendolyn Dillingham
Deputy Director

JOB ANNOUNCEMENT

DIRECTOR CUYAHOGA COUNTY BOARD OF ELECTIONS

The Cuyahoga County Board of Elections (CCBOE) is accepting applications for the position of Director. The Director of the CCBOE is responsible for the preparation and conduct of all elections held throughout Cuyahoga County. The Director oversees 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 is responsible for 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 CCBOE is seeking an exceptional 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 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, an ability to present ideas effectively, and an ability to establish and maintain effective working relationships with the Cuyahoga County Board of Elections, the Ohio Secretary of State's office, the County Board of Commissioners, other elected officials, employees, community representatives and general public. The successful candidate will have a bachelor's degree, preferably possess knowledge of and have experience in Ohio election laws and procedures and automated information systems preferred. Ohio residents preferred. Applicants must identify their political party.

The Director reports to a four member bi-partisan board.

Salary: \$90,000 - \$120,000 depending on qualifications and experience.

Deadline to submit application is March 7, 2007 at 4 PM.

Please submit a letter of interest, resume and three references to:

Cuyahoga County Board of Elections
Office of Human Resources
2925 Euclid Avenue
Cleveland, Ohio 44113

A full job description can be found on our website at www.boe.cuyahogacounty.us.

Administrative Services Division

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www.cuyahogacounty.us/boe • Ohio Relay Service 711

