

The Election Center

national association of election and voter registration officials

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CUYAHOGA COUNTY BOARD OF ELECTIONS

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JOB ANNOUNCEMENT DEPUTY DIRECTOR CUYAHOGA COUNTY BOARD OF ELECTIONS

The Cuyahoga County Board of Elections (CCBOE) is accepting applications for the position of Deputy Director. The Deputy Director of the CCBOE is responsible to assist the Director in the performance of the director's duties and responsibilities which include the preparation and conduct of all elections held throughout Cuyahoga County. The Deputy Director assists the Director in overseeing 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. The Deputy Director assumes all duties and responsibilities when the Director is absent from the Board offices.

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 (if necessary) 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 and other 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 political party.

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

Salary: \$90,000 - \$110,000 depending on qualifications and experience.

Deadline to submit application is May 25, 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 44115

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

*Please note all applications and resumes submitted to the Cuyahoga County Board of Elections are public records.

Administrative Services Division

2925 Euclid Avenue • Cleveland, Ohio 44115-2497 • (216) 443-3200

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



