



Ashland County Board of Elections
110 Cottage St., Suite 106
Ashland, OH 44805
419-282-4224
ashland@OhioSoS.gov
www.ashlandvotes.us

JOB ANNOUNCEMENT
DEPUTY DIRECTOR
ASHLAND COUNTY BOARD OF ELECTIONS

The Ashland County Board of Elections (ACBOE) is accepting applications for the position of Deputy Director. This position, in cooperation with the Director, is responsible for preparing and conducting all elections held in Ashland 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.

The ACBOE is seeking exceptional and professional administrators with a documented record of accomplishments and experience. The successful candidates must display strong leadership and communication skills to assume the role of Deputy Director and must have the ability to develop and implement progressive election procedures and work practices.

Applicants are subject to a criminal background check, pre-employment testing and must identify their political party in their cover letter. Under Ohio law, The Director and the Deputy Director may not be of the same political party.

Deadline to submit cover letter with resume is Oct. 4, 2019. Both should be sent to:

Box #6081
40 E. Second St.
Ashland, OH 44805

Republican Deputy Director Position Available Ashland County Board of Elections

Minimum Qualification

- Education:
 - Candidate must have a high school diploma or have attained the equivalency of a high school diploma (GED). College level education is desired.
- Election Related Experience and Skills:
 - Candidate must have a baseline understanding of the rules, processes, procedures and equipment used in local election administration, including:
 - Operating voting machines used in the county and other automated office equipment;
 - Managing a successful and efficient database;
 - Using, understanding and applying the election law terminology;
 - Knowing the basics of Ohio's "sunshine laws" governing open meeting and public records; and
 - Receiving and implementing assignments and instructions from board members and Secretary of State's office;
- General Managerial Experience and Skills:
 - Candidate must, to the satisfaction of a majority of the board, have the experience and capability to manage the day-to-day operations of the Ashland County Board of Elections. To this end, the candidate must possess:
 - Effective written and interpersonal communication abilities;
 - Strong organization skills and attention to detail;
 - Familiarity with relevant state and federal human resources policies and practices;
 - Familiarity with the handling of budgets and public appropriations of funds;
 - Ability to perform duties assigned by law, the Board of Elections, and/or the Secretary of State;
 - Ability to convey or exchange information, including giving and managing assignments or direction to board personnel;
 - Ability to adapt and to perform in a professional manner under stressful or emergency situations;
 - Ability to comprehend a variety of informational documents; and
 - Ability to conduct self at all times in a professional courteous manner.

Criminal Background Check

Before being selected by the Ashland County Board of Elections, the candidate for Deputy Director must complete SOS Form No. 302-A and pass, to the satisfaction of a majority of the board members as described below, a criminal background check conducted by the Ashland County Sheriff's Department at the expense of the board of elections.

In addition, the candidate for Deputy Director must complete a questionnaire (SOS Form No. 305) before being appointed to the position of Deputy Director.

Job Description

- Prepares and conducts all primary, general and special elections held in the county. This includes but is not limited to the following:
 - Distributing petitions;
 - Validates signatures on petitions;
 - Ballot language;

- Ballot layout and proofing;
- Correspondence with overlapping counties;
- Prepares notifications and advertising requirements;
- Election definition database management;
- Logic and Accuracy testing on all voting units;
- Election night reporting;
- Issue and verify absentee ballots;
- Issue and verify provisional ballots;
- Ensures all nursing home residents are able to vote;
- Public testing ;
- Reconcile numbers of voters to vote;
- Process, evaluate and report election results;
- Reports to subdivisions, SOS office, Liquor Control, Dept of Taxation;
- Prepares the official abstract;
- Prepares certificates of election;
- Recruits and trains precinct election officials, supervisors and staff;
- Operates voting machines used in the county and other automated office equipment;
- Supervise the processing of voter registration documents, including but not limited to acknowledgement cards, confirmation cards, and other notices as required by the National Voter Act of 1993, the Help America Vote Act of 2001 or Ohio HB 3 of 2006;
- Supervises the accurate posting of voter history and other legal notations regarding registered voters;
- Receives and preserves all property belonging to the Board, including all books, papers, monies, records and reports. The Director is responsible for the safety and security of all records and property of the Board, including ballots and other permanent records and the retention schedule associated with both;
- Documents and assists with preparing responses to all inquire and public records requests within the scope of the board's jurisdiction, without regard to that person's political affiliation;
- Must be able to assist and research and respond to inquiries and questions regarding election matters in a timely manner that are presented by the public and candidates, without regard to that person's party affiliation, whether by phone or by written correspondence;
- Keeps a full and true record of the proceedings of the board;
- Develops an annual budget and monitors the board's budget and payroll;
- Audits campaign finance reports;
- Calculates chargebacks;
- Assists local liquor option petitioners;
- Maintains inventory lists;
- Assists the Board in drafting and implementing personnel policies and procedures;
- Issues and reviews bids and makes recommendations to the Board on the award;
- Communicates with vendors;
- Oversees the purchasing and organization of all election equipment and supplies;
- Writes and maintains the Ashland County Board of Election's website;
- Makes recommendations for changes to precincts, including consolidations, splits or other matters involving boundaries;
- Makes recommendations on polling locations and contracts involving polling locations and oversees that all locations are available, accessible and comply with applicable laws.
- Participates in continuing education;
- Reviews all directives advisories, memorandums, correspondence and materials issued by the Secretary of State and must be able to use, interpret and apply election law

terminology and language. Distributes all information to Board, staff and if applicable, the county prosecutor's office;

- Oversees staff development, assign work, coordinate activities, and make recommendations concerning hiring, responsibilities, compensation, discipline and discharge of board employees. Must be familiar with the laws of the State of Ohio, regarding equal opportunity and fair employment practices and must be able to make decisions that do not adversely affect the Board. Report to Board any personnel issues that may require their attention;
- Assists the board on scheduling and conducting hearings, processing protests, and other matters of legal concern for the Board;
- Serves as the official liaison for the Board when interacting with the Secretary of State, the public and elected officials;
- Serves as official spokesperson for the Board of Elections;
- Performs other duties as instructed by the Board and Secretary of State; and
- Ability to conduct self at all times in a professional and courteous manner.

Additional Requirements

- Must be able to lift at least 40 pounds;
- Must be able to stand for long periods of time; and
- May be required to pass a drug and/or alcohol test.

Interested candidates should submit a cover letter and resume by Oct. 4, 2019, to:

Box #6081
40 E. Second St.
Ashland, OH 44805