

Summit County Board of Elections

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Members:

William D. Rich
Thomas W. Bevan
Democrats

Bryan C. Williams
Ray L. Weber
Republicans

William D. Rich
Chairman

Lance E. Reed
Director

David A. Petty
Acting Deputy Director

Democratic Deputy Director Position

The Summit County Board of Elections, an equal opportunity employer, seeks a qualified candidate to fill the position of Democratic Deputy Director. Before being selected, the candidate will be subject to a criminal background check and drug screening.

To apply please submit a letter of interest, resume, and Form 307 to Board Chairman William D. Rich by email to wdrich@summitcountyboe.gov. Form 307 can be found on the Ohio Secretary of State's website.

Application Deadline: Tuesday, February 23, 2021 at 5:00 p.m.

Qualifications:

- Education: A high school diploma or the equivalency of a high school diploma (GED) is required. A baccalaureate degree is strongly preferred. Post-baccalaureate education in a relevant field is preferred.
- Election related experience and skills:
 - Candidates must have at least a baseline understanding of the rules, processes, procedures, and equipment used in local election administration, including the following:
 - Operating voting machines used in the county and other automated office equipment;
 - Managing a successful and efficient database;
 - Using, understanding and applying election law terminology;
 - Knowing the basics of Ohio's "sunshine laws" governing open meetings and public records; and
 - Receiving and implementing assignments and instructions from board members and Secretary of State's office.
 - Managerial experience in a board of elections is strongly preferred. Experience as a director or deputy director of a board of elections is preferred.
- The deputy director must be a resident elector of the Summit County within 30 days of employment at the board.

Job Duties and Responsibilities:

- Prepare and conduct all primary, general, and special elections held in the county;
- Process, evaluate, and report election results;
- Recruit and train precinct election officials;
- Supervise the processing of voter records;
- Keep a full and true record of the proceedings of the board and all moneys received and expended;
- File and preserve in the board office all orders, records, and reports pertaining to the administration of voter registrations and elections;
- Prepare the minutes of board meetings;
- Audit campaign finance reports;
- Calculate charge backs to political subdivisions;
- Receive and have custody of all books, papers, and property belonging to the board;
- 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;
- Review all Directives, Advisories, Memoranda, correspondence and materials issued by the Secretary of State and take action as required by those communications;
- Supervise and instruct board employees, assign work, coordinate activities, make recommendations concerning hiring, responsibilities, compensation, discipline, and discharge of board employees; and
- 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.

General Managerial Experience and Skills:

A candidate for director or deputy director of a board of elections must, to the satisfaction of a majority of the board, have the experience and capability to manage the day-to-day operations of the Summit County Board of Elections. To this end, the candidate must possess the following:

- Effective written and interpersonal communication skills;
- Strong organizational skills and attention to detail;
- Familiarity with relevant state and federal human resources policies and practices;
- Familiarity with the handling of budgets and public appropriation of funds;
- Ability to perform duties assigned by the law, the Board of Elections, and 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 herself or himself at all times in a professional and courteous manner.
- Successful completion of a criminal background check.
- Before being selected as director or deputy director by a county board of elections, the candidate must complete Form 307 (kept on file with the board of elections), and pass, to the satisfaction of a majority of the board members as described below, at minimum, a statewide criminal background check conducted at the expense of the board of elections.