

POSTED TO AREA MEDIA: The Hamilton County Democratic Party has an opening for Deputy Director at the Hamilton County Board of Elections.

HAMILTON COUNTY BOARD OF ELECTIONS

TITLE: DIRECTOR/DEPUTY DIRECTOR

DEPARTMENT: ADMINISTRATION

REPORTS TO: HAMILTON COUNTY BOARD OF ELECTIONS MEMBERS/OHIO SECRETARY OF STATE

JOB SUMMARY:

Responsible for management and operation of the Hamilton County Board of Elections

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares and conducts all primary, general, and special elections held in Hamilton County
- Processes, evaluates, and reports election results
- Recruits and trains precinct election officials
- Supervises the processing of voter records
- Keeps a full and true record of the proceedings of the board and all moneys received and expended
- Files and preserves in the board office all orders, records, and reports pertaining to the administration of voter registrations and elections
- Prepares the minutes of board meetings
- Audits campaign finance reports
- Calculates charge backs to political subdivisions
- Receives and has custody of all books, papers, and property belonging to the board
- Performs such other duties in connection with the office of director and the proper conduct of elections as the secretary of state and board determine
- Reviews all Directives, Advisories, Memoranda, correspondence and materials issued by the Secretary of State and takes action as required by those communications
- Supervises and instructs board employees, assigns work, coordinates activities, makes recommendations concerning hiring, responsibilities, compensation, discipline, and discharge of board employees
- Develops a proposed annual budget to be submitted to the county commissioners, upon approval of the board of elections, and monitors the board's budget and payroll relative to current year appropriations

MINIMUM QUALIFICATIONS

Education - High School Diploma or equivalent. College level education is desired.

Election related experience and skills - 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 election law terminology
- Knowing the basics of Ohio's "sunshine laws" governing open meetings and public records
- Receiving and implementing assignments and instructions from board members and Secretary of State's office

General managerial experience and skills - Must, to the satisfaction of a majority of the board, have the experience and capability to manage the day-to-day operations of the county's board of elections and must possess:

- Effective written and interpersonal communication abilities
- 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 county 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 be adapt and to perform in a professional manner under stressful or emergency situations
- Ability to comprehend a variety of informational documents
- Ability to conduct self at all times in a professional and courteous manner

Successful completion of a criminal background check

Be a registered and active voter in the State of Ohio

WORKING CONDITIONS

- Sit for extended periods of time
- Occasional standing, walking, stooping, kneeling or crouching
- Repetitive movement of hands and fingers (typing and/or writing)
- May be required to lift a maximum of thirty pounds

Posting is open from April 5, 2021 to April 30, 2021.

In addition to the job summary, applicants should include in their resumes a detailed description of their Democratic Party involvement and understand that the position can be 24/7 at election times.

Interested candidates can email or mail applications and letters of interest or questions to: Sally Krisel, Deputy Director, Hamilton County Board of Elections, 4700 Smith Road, Cinti, OH 45212 – Sally.Krisel@boe.hamiltoncountyohio.gov.