

## NOTICE OF JOB OPPORTUNITY

The Geauga County Board of Elections is seeking applicants for the position of Director/Deputy Director. The applicant must be a registered Democrat and be a resident of Geauga County within 30 days of being hired. Applicants must provide a cover letter, resume, and Secretary of State Form 307. Applications shall be submitted to the Geauga County Board of Elections, 470 Center St. Bldg. 6, Chardon, OH 44024 Attention Janet M. Carson or email [JMCarson@geauga.oh.gov](mailto:JMCarson@geauga.oh.gov) no later than May 3, 2021, by 4:00 PM.

## MINIMUM REQUIREMENTS

Education: A candidate for Director must possess at least a high school diploma or a (GED). College-level education is preferred. Specialized training and/or certification in the various aspects of election administration is to be most preferred in evaluating the education background of applicants.

Election-related experience and skills: operating voting machines used in the county and other automated office equipment; comprehension of successful and efficient database management, including cooperating with Ohio Secretary of State on the statewide registered voter database; using interpreting and applying election law terminology and language; assisting any person, without regard to that person's political affiliation, who asks the board office for information which is within the scope of the board's jurisdiction, including public records requests; receiving and implementing assignments and instructions from board members and Secretary of State's office; performing all other duties as assigned, delegated or required of the Director including those prescribed by law, rule or directive; travel as needed, attend training including out of the county as approved by the board or required by the Secretary of State. General managerial experience and skills: possession of effective written and interpersonal communication abilities; strong organizational skills and attention to detail; familiarity with human resources policies and practices, including familiarity with equal opportunity employment practices; familiarity with handling budgets and public appropriation of funds; assignments or direction to board personnel; ability to be adaptable and to perform in stressful or emergency situations; ability to comprehend a variety of informational documents; ability to conduct self at all times professionally and courteously. Candidates must have an acceptable driving record.

Successful applicant will be subject to a criminal background check

A copy of the evaluation rubric is available upon request.

An Equal Opportunity Employer