

Title: Director, Knox County Board of Elections

Position Type: Full-Time, Exempt

Typical Work Schedule: Monday-Friday 8:00 a.m. – 4:00 p.m.

Pay Range: Commensurate with qualifications and experience

CLASS DESCRIPTION:

The Director of the Knox County Board of Elections is a highly responsible administrative professional who administers and manages daily operations and elections in Knox County. The Director performs work at the executive level involving considerable planning, directing, coordinating and controlling overall operations of the Knox County Board of Elections. The Director ensures all legal requirements, goals and objectives are accomplished. Working hours will vary during election cycles, including evenings, weekends and holidays. The Director sets the tone and direction for the board's office operations. The Director must be adaptable and able to perform in a stressful environment, emergency situations and through extensive work hours. Strong computer skills are required. The Director serves at the pleasure of the members of the Knox County Board of Elections and the Ohio Secretary of State.

QUALIFICATIONS: An example of acceptable qualifications:

The Director must possess a high school diploma or equivalent; a bachelor's degree from an accredited college or university in public administration or related field is preferred as well as five (5) or more years of management / leadership experience; working knowledge of Ohio elections administration; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g. Microsoft Office, other applicable computer software); printer, copy machine, fax machine, other standard business office equipment, voting machines, ballot printers, mail processing equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; may work in unsanitary conditions; occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasionally required to lift, carry, push, or pull objects 30 lbs. or less; possess physical endurance to work long hours (8+) per day, for consecutive days (including evenings, weekends, and holidays) and for multiple weeks during an election cycle.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light to medium work.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

50 % The primary role of this position is to prepare and conduct all primary, general, and special elections held in the Knox County; plan and recommend for board approval the establishment of new voting precincts, and maintain and update County precinct mapping and street information; and receive and implement assignments and instructions from board members and the Office of the Secretary of State. The Director is responsible for managing a successful, efficient, and secure database for voter registrations and election results; processing, evaluating, and reporting election results; recruiting and training precinct election officials; and supervising voter records processing.

The Director supervises assigned staff with authority or ability to effectively recommend to hire, promote, discharge, assign, or discipline; assign tasks; schedule work; evaluate performance; approve/deny leaves requests; etc.; follows directives of the board and the Secretary of State; and recommends and enforces policy.

The Director plans and executes the validation of candidate and local option petitions for board approval. Executes all functions of auditing campaign finance reports; performs all fiscal activities, including but not limited to AR, AP, payroll, budget development, budget analysis, tracking election expenses, and calculating charge backs to political subdivisions; and keeps a full and true record of the proceedings of the board and the moneys received and expended. The Director 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. The Director reviews all directives, advisories, memoranda, correspondence and materials issued by the Secretary of State and takes action as required by those communications. As the key representative for elections activities in Knox County, the Director should maintain respectful working relationships with local elected officials who have a role in office operations. Additionally, the Director represents the board before local and state-level partner organizations and at regional events and conferences.

45% The Director provides daily administrative support and guidance to the board and its staff; administers the board's daily operations, completing tasks related to payroll and human resources, program management and reporting, financial operations, annual budgeting, and facilities. The Director prepares agenda, minutes, and documents necessary for board meetings and files and preserves in the board office all orders, records, and reports pertaining to the administration of voter registrations and elections. The Director maintains inventory and chain of custody records of all assets belonging to the board, supervises and instructs board employees, assigns work, and coordinates activities. The Director develops a proposed annual budget to be submitted to the Knox County commissioners, upon approval of the board of elections, and monitors the board's budget and payroll relative to current year appropriations.

The Director is responsible for ensuring polling locations are secured for each election and ADA surveys are conducted, as well as coordinating access and set-up of elections with polling locations.

The Director must be a registered voter and maintain required licensures and certification, if any.

The Director meets all job safety requirements and all applicable safety standards that pertain to essential functions and demonstrates regular and predictable attendance.

Interested and qualified applicants should apply by submitting a resume, cover letter, and application to Knox County Human Resources at humanresources@co.knox.oh.us