



MONTGOMERY COUNTY

BOARD OF ELECTIONS

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**MONTGOMERY
COUNTY BOARD
OF ELECTIONS**

451 W. Third Street
Dayton, OH 45422

phone: (937) 225-5656
fax: (937) 496-7798
www.montgomery.
boe.ohio.gov

Employment Opportunity

The Montgomery County Board of Elections is seeking qualified candidates for the position of **Election Services Administrator**. Please see the attached job description for details on the position.

Interested parties should mail or email a cover letter and resume to:

Jeffery Rezabek
Director
Montgomery County Board of Elections
451 W Third St
Dayton, Ohio 45419
jrezabek@montgomery.boe.ohio.org

The cover letters and resumes will be accepted until August 31, 2022.

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|------------------------------|--|
| Title: | Election Services Administrator |
| Reports To: | Director/Deputy Director |
| Direct Supervision: | Full-Time: Election Services Manager, Training Manager, Election Services Specialist, Democrat and Republican PEO Specialists Seasonal: Up to 10 Seasonal Employees |
| Responsibility Areas: | Elections Equipment Polling Locations Precinct Mapping PEO Recruitment and Training |
| Specific Tasks: | Supervision of Election Services Service Line Team Preparation of Election Equipment for use on Election Day Coordinating PEO Recruitment Efforts and Training Managing Precinct and Polling Location Information Databases |

Description: A senior-level supervisory role for an experienced Election Administrator. This position leads one of four service lines at the Montgomery County Board of Elections. Primary Stakeholders served by Election Services include Polling Locations, Precinct Election Officials, and Election Vendors.

Requirements: Basic office & phone skills, access to reliable transportation, ability to pass background check, flexibility to work overtime during elections and on deadlines, affiliated Republican, ability to follow and develop complex instructions.

Preferred Skills: Fluency in Microsoft Office, familiarity with Google Suite, GIS Mapping, employee management experience

Travel: Yes – Twice yearly in-state conference, yearly national conference, potential national level election administration training

Desired Election Administration Experience: 3-10 years

Desired Education Level: High School diploma or equivalent

Hours: Regular – 8:00 a.m. to 4:00 p.m.
Occasional Overtime generally between 7:00 a.m. and 7:00 p.m.
Paid Lunch

Salary Range (2022): \$61,500 - \$82,000 per year

Benefits: Eligible for the Montgomery County Employee Benefits package (www.mcbenefits.org)