

# PICKAWAY COUNTY BOARD OF ELECTIONS

## Director/Deputy Director Job Description

The Pickaway County Board of Elections is accepting resumes for the position of **Deputy Director**. Applicants must be a registered Republican voter (*in accordance with ORC 3501.09*) and will be subject to a criminal background check. Starting pay varies from \$41,600-\$52,000 based on experience. All parts of the application process, found at the bottom of this description, are required for an applicant to be considered.

Under the direction of the Secretary of State and in conjunction with the Director/Deputy Director and the members of the Board of Elections, the Director and Deputy Director will oversee the total operations of the Pickaway County Board of Elections. The full-time position is salaried, 40 hours per week with evenings and weekends required each election cycle.

### **Essential Duties and Responsibilities:**

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

### **Supervisory Responsibilities:**

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 Pickaway County's board of elections. To this end, the candidate must possess:

- i. Effective written and interpersonal communication abilities;
- ii. Strong organizational skills and attention to detail;
- iii. Familiarity with relevant state and federal human resources policies and practices;
- iv. Familiarity with the handling of budgets and public appropriation of funds;
- v. Ability to perform duties assigned by the law, the county board of elections, and/or the Secretary of State;
- vi. Ability to convey or exchange information, including giving and managing assignments or direction to board personnel;
- vii. Ability to adapt and to perform in a professional manner under stressful or emergency situations;
- viii. Ability to comprehend a variety of informational documents; and
- ix. Ability to conduct self at all times in a professional and courteous manner.

The candidate will directly supervise employees of the Board of Elections, carry out supervisory responsibilities in accordance with policies and applicable laws, create training and train full-time, part-time, and seasonal employees; they will plan, schedule, and assign work duties, appraise performance, reward and discipline employees, address complaints and resolve conflicts all in a professional manner.

### **Minimum Qualifications:**

- i. Minimum of a high school diploma or equivalent (GED); preferred one to three years' experience and/or training, or equivalent combinations of education and experience. College level education is desired;

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- ii. Must reside in Pickaway County within 30 days of being hired;
- iii. Must be registered to vote and represent the appropriate political party in their voting history; and
- iv. Must successfully pass a background check, to the satisfaction of a majority of the board members, and a drug test.

### Knowledge, Abilities, and Skills:

- i. Strong organizational skills with the ability to create a collaborative working environment with excellent verbal and written communication skills. This includes the ability to respond to inquiries and complaints from the public, media, or other sources in a professional and informative manner, in individual or large group settings;
- ii. Skilled in the use of Microsoft Word, Excel, Outlook, and other related software, to create digital media for public relations; this includes print, digital, and social media platforms; and
- iii. Ability to quickly learn and implement county and Board of Election policies, software used in ballot creation and tabulation, Election law in the Ohio Revised Code, and other elections related requirements and instruction.

### Physical Demands:

- i. Physical demands include climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, grasping, talking, hearing, and using repetitive finger movements;
- ii. Must be able to lift forty pounds, and
- iii. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Machines/Equipment/Tools Used:

- i. Local election administration equipment; and
- ii. Office tools, printers, telephones, photocopier, etc.

### How to Apply:

Applicants must be a registered Republican voter and will be subject to a criminal background check and drug testing.

All applicants must submit the following before the deadline in order to be considered for the position:

1. Form 307, which is available on the Ohio Secretary of State website or at the Pickaway County Board of Elections office, (<https://www.ohiosos.gov/globalassets/elections/forms/307.pdf>)
2. A resume, and
3. A cover letter.

Qualified applicants may submit the above by email to: [pickaway@ohiosos.gov](mailto:pickaway@ohiosos.gov) OR by regular mail to:

David Winner, Chairman  
Pickaway County Board of Elections  
141 West Main Street, Suite 800  
Circleville, OH 43113

**All paperwork must be received by 4:00 p.m. on February 9, 2024.**

Pickaway County Board of Elections is an equal opportunity employer.