

Minimum qualifications of Director and/or Deputy Director of Boards of Elections

The Union County Board of Elections is looking to fill a position of Republican Director/Deputy Director.

Accordingly, the following constitute minimum qualifications for directors and deputy directors of boards of elections. "Minimum qualifications" are attributes that must be present in a candidate to be hired for the position of Director and/or Deputy Director of a board of elections.

Must reside within Union County or be willing to relocate immediately.

Education:

- A candidate for Director or Deputy Director of a board of elections must have a high school diploma or have attained the equivalency of a high school diploma (GED).
- College level education is desired

Election related experience and skills:

- A candidate for Director or Deputy Director of a board of elections must have:
- A baseline understanding of the rules, processes, procedures, and equipment used in local election administration, including:
- Operating Optical Scan and Touchscreen 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; and
- Receiving and implementing assignments and instructions from board members and Secretary of State's office

General managerial experience and skills:

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 that county's board of election.

To this end, the candidate 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 election, and/or the Secretary of State;
- Ability to convey or exchange information, including giving and managing assignments or direction to board personnel;
- Ability to adapt and perform in a professional manner under stressful or emergency situations;
- Ability to comprehend a variety of informational documents; and
- Ability to conduct self at all times in a professional and courteous manner.
- Computer proficiency required

Successful completion of a criminal background check

Qualified candidates can submit a resume to the Union County Board of Elections Office, 835 East Fifth St Suite A, Marysville, Ohio 43040 by June 1, 2022. *Please indicate party affiliation*

Job Descriptions

The following along with the minimum qualifications constitute the job description for the Director/Deputy Director

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

Background Check Disclosure, Authorization and Release for Prospective Appointment as a Member, Director or Deputy Director of a Board of Elections

Section I: Disclosure

This form, which you should read carefully, has been provided to you because the Ohio Secretary of State's office may request investigative reports on you from various public and private reporting agencies. The Ohio Secretary of State's office will use any such report(s) solely for appointment and employment related purposes.

Investigative reports may be obtained from a background check vendor and/or public agencies and provided to the Ohio Secretary of State's office. The types of information that may be obtained include but are not limited to: Social Security Number verification, criminal records checks, public court records checks, driving record checks, state tax information, etc.

Any such reports are public records under Ohio's public records laws unless specifically exempt from disclosure.

Section II: Authorization and Release

I have carefully read and understand this Disclosure, Authorization and Release form. By my signature below, I consent to the release of investigative reports to the Ohio Secretary of State in conjunction with my application for prospective appointment as a Member, Director or Deputy Director of a county board of elections. I also authorize disclosure to the Ohio Secretary of State and/or the background check vendor of information concerning my motor vehicle history and standing, criminal history, state tax information and all other information the Ohio Secretary of State deems pertinent by any individual, corporation or other private or public entity, including without limitation to the following: law enforcement agencies; federal, state and local courts; motor vehicle records agencies; state tax agencies; and other applicable sources. I hereby release and hold the vendor and the Ohio Secretary of State and his employees and appointees harmless from any and all liability with respect to the investigations, verifications, and/or the use of any information relevant to my appointment or employment.

I understand that if I am appointed or hired, my consent will apply throughout the term of my appointment or employment to the extent permitted by law.

This Disclosure, Authorization and Release form, in original, faxed, photocopied, or electronic form, will be valid for any reports that may be requested by the Ohio Secretary of State.

I understand that providing any false information or omitting any material information on my resume and/or Questionnaire for Prospective Appointment as a Member, Director or Deputy Director of a County Board of Elections may be sufficient grounds for rejection of the application or termination of the appointment or employment whenever discovered.

Printed Name: _____

Signature: _____

Date Signed: _____