

Job Description

Deputy Director

1. Prepare and conduct all primary, general, and special elections held in the county;
2. Process, evaluate, and report election results;
3. Recruit and train precinct election officials;
4. Supervise the processing of voter records;
5. Keep a full and true record of the proceedings of the board and all moneys received and expended;
6. File and preserve in the board office all orders, records, and reports pertaining to the administration of voter registrations and elections;
7. Prepare the minutes of board meetings;
8. Audit campaign finance reports;
9. Calculate charge backs to political subdivisions;
10. Receive and have custody of all books, papers, and property belonging to the board;
11. 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;
12. Review all Directives, Advisories, Memoranda, correspondence and materials issued by the Secretary of State and act as required by those communications;
13. Supervise and instruct board employees, assign work, coordinate activities, make recommendations concerning hiring, responsibilities, compensation, discipline, and discharge of board employees; and
14. 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.

The deputy director reports to, and acts based on the instruction of the director. However, the deputy director must be prepared to act in the place of the director to fulfill statutory duties in the event of absence, vacancy, or incapacity. In addition, the director and deputy director must exhibit teamwork skills in order for the office to function in an efficient, friendly and productive manner. Preparing and conducting an election is a long process with many details, deadlines and unexpected changes that require a team effort to have an election that voters will have confidence has been conducted properly.

Minimum Qualifications

Deputy Director

Education

A candidate for 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 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 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 the Secretary of State’s Office;

General managerial experience and skills

A candidate for 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 elections (this requirement is scalable to the size and needs of the local operation). 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 elections, 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 to 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.

Successful completion of a criminal background check

Before a board of elections considers a candidate for deputy director, the candidate must complete [Form 307](#) (kept on file with the board of elections). Before being selected as deputy director, the candidate must pass, to the satisfaction of a majority of the board members as described below, at minimum, a statewide criminal background check conducted at the expense of the board of elections arranged with the Wayne County Sheriff’s Office.