

Job Description and Minimum Qualifications for the Position of Director/Deputy Director of the Butler County Board of Elections

Location: Butler County Board of Elections
1802 Princeton Rd. Suite 600
Hours: 8:30 a.m. to 4:30 p.m., Monday through Friday
Status: Full time
FLSA: Exempt

SUMMARY

The Director and Deputy Director are responsible for the preparation and conduct of all elections held throughout Butler County; oversee all operations involved in the election process in accordance with Title 35 of the Ohio Revised Code; and shall be responsible for the following as outlined in Directive 2017-11:

RESPONSIBILITIES

- 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 of all books, papers, and property belonging to the board;
- 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;
- 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
- Perform such other duties in connection with the office of director and deputy director and the proper conduct of elections as the secretary of state and board determine.

MINIMUM REQUIREMENTS

Education

- Must have a high school diploma or have attained the equivalency of a high school diploma (GED). College level education is desired.

Relevant Experience

- Prior election administration experience preferred;
- Must have a baseline understanding of the rules, processes, procedures, and equipment used in local election administration, including:
 - Operating voting machines used in Butler 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
 - Prior managerial experience and proven capability to manage the day-to-day operations of an agency;

General Management Experience and Skills

- 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 be adapt and to perform in a professional manner under stressful or emergency situations;
- Ability to use, interpret and apply election law terminology and language;
- Ability to comprehend a variety of informational documents;
- Ability to conduct self at all times in a professional and courteous manner; and
- Ability to assist any person, without regard to that person's political affiliation.

OTHER REQUIREMENTS

- Successful completion of a criminal background check as outlined in Directive 2017-11.

Salary: \$95,835.40