

## **Miami County Board of Elections Deputy Director**

Miami County is an Equal Opportunity Employer and is accessible to the disabled.

**Job Location:** Miami County Board of Elections, Troy, Ohio

**Compensation:** Salary (negotiable) and benefits including health insurance, Ohio Public Employees Retirement System and life insurance.

### **Qualifications:**

Minimum Requirements, Candidate must:

- Be a Democratic elector and become a resident within 30 days of hire.
- Have a high school diploma or have attained the equivalency of a high school diploma (GED). College level education is preferred.
- Submit to and pass a criminal background check and drug screening.

Desired Requirements:

- Experience working in a Board of Elections
- Experience successfully managing/supervising employees
- Proficient in Microsoft Word, Excel and PowerPoint, Google Docs, and other data management software

**Apply:** Submit a cover letter and resume including at least three references

In person or by mail to the

Miami County Board of Elections (attn. Beverly Kendall)  
215 W. Main St.  
Troy, Ohio 45373

The board office is located on the first floor of the Miami County Courthouse and is open from 8:00 a.m. to 4:00 p.m. on weekdays.

By email: [bkendall@miamicountyohio.gov](mailto:bkendall@miamicountyohio.gov) Director, Beverly Kendall

Applications will be accepted until position is filled.

### **Job Responsibilities:**

The deputy director serves at the pleasure of the board for a term of two years, commencing in early March in each even-numbered year. The deputy director has dual function, serving as the board's chief administrator, as well as election official. In these capacities, the deputy director performs or oversees a variety of duties, including, but not limited to, the following:

### **Election Related Experiences and Skills:**

- Filing and preserving in the board office all orders, records and reports pertaining to the administration of voter registrations and elections;
- Reviewing all directives, advisories, memoranda, correspondence and materials issued by the Secretary of State;
- Disseminating to board members and staff the information, instructions and/or materials provided by the Secretary of State; and takes action as required by those communications;
- Preparing for and conducting all primary, general and special elections held in the county;
- Processing, evaluating, and reporting elections results;
- Recruiting, hiring, and training precinct election officials;
- Supervising the processing of voter records;
- Auditing campaign finance reports;
- Calculating chargeback to political subdivisions;
- Assisting local liquor option petitioners; and
- Performing such other duties in connection with the office of deputy director and the proper conduct of elections as the board determines;

### **General Managerial Experience and Skills:**

- Knowing the basics of Ohio's "sunshine laws" governing open meetings and public records;
- Receiving and implementing assignments and instructions from board members and the Secretary of State's Office;

- Keeping a full and true record of board proceedings and of all moneys received and expended;
- Receiving and having custody of all books, papers, and property belonging to the board;
- Assisting the board in drafting and implementing personnel policies and procedures;
- Supervising and instructing board employees; assign work; coordinate activities; makes recommendations concerning the hiring, responsibilities, compensation, discipline, and discharge of board employees;
- Developing an annual budget and monitors the board's budget and payroll;
- Preparing the written agenda and minutes of board meetings; Ohio Election Official Manual Ohio Secretary of State;
- Maintaining and submitting an annual report of consumable inventory;
- 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.

Hiring will be done by Board members:

Dave Fisher, Board Chair (D)

Audrey Gillespie (D)

Rob Long (R)

Ryan King (R)