

Wayne County
BOARD OF ELECTIONS

Deputy Director

The Deputy Director is the secondary administrator of the Board of Elections and serves for a two-year term of office, commencing in March in the years 2014 and 2016, then in odd-numbered years beginning in 2017. The Deputy Director serves at the pleasure of the Board and may be terminated or otherwise separated from employment for any reason not inconsistent with law. The Deputy Director must have excellent administrative, language and interpersonal communication abilities, be able to convey and exchange information, including giving direction and assignments to Board personnel, receiving assignments and instructions from the Board and the Secretary of State (SOS) with strong organizational skills and attention to detail. The Deputy Director must be adaptable and must be able to perform in stressful and emergency situations. The Deputy Director must be able to use, interpret and apply election law terminology and language.

The Deputy Director is the person in charge of daily operations of the Board of Elections in the absence of the Director. The Deputy Director, along with the Director, bear the risk, responsibility and pressure of conducting fair, honest and accurate elections while operating without supervision. They assume all the risk, pressure and responsibility for putting on an error free election. There are no second chances to conduct an election properly.

Minimum Qualifications *(as set by the [Ohio Secretary of State, Directive 2012-23](#))*

Education: A Deputy Director 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 Deputy Director 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 successful and efficient databases;
- 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 SOS.

General managerial experience and skills: A Deputy Director of a board of elections must, to the satisfaction 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 Deputy Director 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 as assigned by the law, the county board of elections, and/or the SOS;
- Ability to convey or exchange information, including giving and managing assignments or direction to board personnel;
- Ability to be adept 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.

Minimum Duties (as set by the [Ohio Secretary of State, Directive 2012-23](#))

A Deputy Director will be required to **lead** the fulfillment of the following minimum duties:

- Prepare and conduct all primary, general and special elections held in the county;
- Process, evaluate and report election results;
- Help recruit and oversee the training of precinct election officials;
- Supervise the processing of voter records, which includes maintaining the official voter registration list for the county, running absentee reports, etc.;
- Ensure the accurate posting of voter history and other legal notations regarding registered voters.
- Prepare the signature and clerk's books for use at the precincts for each election
- 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 chargebacks to political subdivisions;
- Receive and have custody of all books, papers, and property belonging to the board;
- Perform such other duties in connection with the office of director and the proper conduct of elections as the SOS and Board determine;

- Review all Directives, Advisories, Memoranda, correspondence and materials issued by the SOS 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.

Additional Duties & Responsibilities

- Prepare and distribute proper petitions based upon candidate office and type of election;
- Ensure that petitions that are filed at our office meet requirements set forth by the Ohio Revised Code and applicable SOS Directives, and that each candidate is treated fairly and equally regardless of party affiliation or type of office they are running for;
- Manage the Voter Registration System (DIMS), which includes setting up elections, properly assigning voters to precincts, school districts, etc.;
- Ensure that electronic records delivered by the SOS via the online change of address form (OLVR), Deceased Ohioans Report and deceased voters from out of county and out of state (STEVE) are promptly applied to our voter registration system;
- Draft and prepare ballot language based upon submitted Resolutions and guidelines set by the SOS;
- Layout and proof ballots based upon guidelines set by the SOS;
- Program election in GEMS: This creates the ballot for both the electronic voting machines (TSX) and for paper ballots;
- Conduct and lead Logic and Accuracy testing on all TSX and optical scan units;
- Correspond with overlapping counties to ensure all candidates and issues that should appear on ballots in multiple counties do indeed make it to those ballots;
- Submit required notifications and advertisements to local newspaper;
- Conduct public certification of voting equipment;
- Print paper ballots for absentee, polling locations and provisional voters;
- Lead SOS required Audits of even-year General Elections plus the presidential primary election, and properly conduct recounts as needed;
- Prepare post-election reports and certificates of election;
- Supervise the processing of voter registration documents, including but not limited to acknowledgement cards, confirmation cards, and other notices as required by, but not limited to, the National Voter Registration Act of 1993, the Help America Vote Act of 2001, Ohio House Bill 3 of 2006 and Amended Substitute Senate Bill No. 200 of 2014;
- Documents and assists with preparing responses to all inquiries and public records

requests within the scope of the board's jurisdiction, without regard to that person's political affiliation;

- Provide required information to local liquor option petitioners and assist local candidates and issue groups by providing filing requirements, voter reports, absentee labels, etc.;
- Lead the Board in drafting and implementing personnel policies and procedures;
- Oversee the purchasing and organization of all election equipment and supplies;
- Communicate and negotiate with vendors about the purchase of new or the support of existing products, which includes assessing what equipment can be excluded from warranty and licensing in order to save money;
- Communicate to the public through social media and periodic press releases in the local newspaper;
- Produce required Election Administration Plan 120 days before each even-year General Election and 60 days before the presidential primary election;
- Assist with the development of strategies to attract more precinct election officials;
- Conduct research, make recommendations and implement changes to precincts, including consolidations, splits or other matters involving boundaries;
- Select polling locations and oversee that all locations are available, accessible and comply with applicable laws;
- Plan and manage In-Person Absentee Voting at the Board of Elections office before every election. The Board of Elections serves as a precinct, so to speak, for the entire county for the 30 days before an election;
- Research and complete required end of the year reports (such as Annual Expenses of the Board and the Elections Assistance Commission Survey) for the SOS and financial reports for local Auditor;
- Lead staff development, assign work, coordinate activities, and make recommendations concerning hiring, responsibilities, compensation, discipline and discharge of board employees;
- Participate in continuing education in the area of elections;
- Serve as the official liaison for the Board when interacting with the Secretary of State, the public and elected officials;
- Serve as official spokesperson for the Board of Elections with media and media representatives;
- Required to take an Oath to uphold the constitution of The United States and the State of Ohio.