

CRAWFORD COUNTY BOARD OF ELECTIONS

Republican Deputy Director

Crawford County Board of Elections has an opening for a Republican Deputy Director of Elections. Applicant must be a resident and elector of Crawford County or willing to relocate within 30 days of employment.

Applicants must have a high school diploma; possess general managerial experience and skills (election experience preferred) and successful completion of a criminal background check. Job description and minimum qualifications are available on our web site at crawfordcountyohiohoe.gov.

Applicant must submit a Crawford County Employment Application and a Resume to the Crawford County Board of Elections, 112 E. Mansfield St., Ste. A, Bucyrus, Oh 44820. Applications are available at the board office or on our website.

Interested applicants should apply by Dec. 13, 2021.

Job Description:

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 record;
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.
11. Perform such other duties in connection with the office of deputy 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 take action 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;
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

Minimum Qualifications:

1. Education-A high school diploma or GED. College is desired.
2. Election related experience is preferred.
3. Ability to understand rules, processes, procedures and equipment used in local elections.
4. Ability to learn and efficiently maintain databases.
5. Ability to perform duties assigned by the law, the county board of elections and/or the Secretary of State.
6. Possess effective written and oral communication skills.
7. Ability to understand and develop a budget and appropriation funds.
8. Ability to adapt and to perform in a professional manner under stressful or emergency situations.
9. Ability to conduct self at all times in a professional and courteous manner.
10. Successful completion of a criminal background check.