

PUTNAM COUNTY BOARD OF ELECTIONS JOB POSTING

Job Title: Deputy Director

This is a full time, unclassified, exempt position. An applicant must be a resident and elector of Putnam County or move to Putnam County within 30 days of hire. The applicant must be affiliated with the Republican Party. A background check is required.

Location: Putnam County Board of Elections, 575 Ottawa-Glandorf Road, Suite 2, Ottawa, OH 45875.

Posting Date: August 22, 2022

Appointing Authority: Putnam County Board of Elections

Salary: Commensurate with experience, position includes benefits.

Instructions: Applicants must submit a resume with cover letter and a completed Form 307 Questionnaire for Prospective Appointment as a Member, Director, or Deputy Director of the County Board of Elections: <https://www.ohiosos.gov/globalassets/elections/forms/307.pdf>

Completed forms should be returned to the Putnam County Board of Elections by 4:00pm, Friday, September 2, 2022.

Application documents may be returned to the board office located at: 575 Ottawa-Glandorf Road Suite 2, Ottawa, OH 45875, by mail (same address), or by email (putnam@ohiosos.gov).

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 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) Review all Directives, Advisories, Memoranda, correspondence and materials issued by the Secretary of State and take action as required by those communications;
- 12) Direct and instruct board employees, assign work, coordinate activities and responsibilities;
- 13) 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;
- 14) 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.

Minimum Qualifications:

- 1) A High School diploma or GED.
- 2) Ability to understand rules, processes, procedures and equipment used in local elections.
- 3) Ability to learn and efficiently maintain databases used by the Board of Elections.
- 4) Receive and implement assignments from Board Members and the Secretary of State.
- 5) Possess effective written and oral communication skills.
- 6) Possess strong organizational skills with attention to detail.
- 7) Ability to understand and develop a budget and appropriation of funds.
- 8) Ability to adapt and perform in a professional manner under stressful or emergency situations.
- 9) Ability to conduct oneself at all times in a professional and courteous manner with Board Members, other employees, members of the media, and customers.
- 10) Ability to exercise good judgment and discretion in handling confidential materials and matters.

11) Knowledge of cyber-security monitoring and practicing good cyber hygiene.