

ERIE COUNTY BOARD OF ELECTIONS

DEMOCRATIC DEPUTY DIRECTOR

Candidate must be a registered Democratic voter.

If appointed, the candidate must be a resident elector of Erie County, Ohio, within 30 days of the employment start date.

EDUCATION:

A candidate for the Democratic Deputy Director of the Erie County Board of Elections must possess at least a high school diploma or equivalent (GED). College level education is desired.

GENERAL MANAGERIAL EXPERIENCE AND SKILLS:

Candidate must, to the satisfaction of a majority of the board, have the experience and capability to manage the day-to-day operations of the Erie County Board of Elections. The candidate 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 assigned by 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 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.

Pre-employment physical and drug screen required.

All applicants are subject to a criminal background check.

An Erie County Board of Elections application, a job description and evaluation criteria may be obtained at the Erie County Board of Elections, 2900 Columbus Avenue, Room 101, Sandusky, Ohio 44870 or at the Erie County Board of Elections website: <https://erie.ohioboe.com>.

Interested candidates should submit an Erie County Board of Elections employment application, cover letter and resume to:

Erie County Board of Elections
c/o Jennifer Ferback, Director
2900 Columbus Avenue, Room 101
Sandusky, Ohio 44870

Board of Elections employment application, cover letter, and resume must be submitted by 4:00 p.m. on Friday, September 27, 2019.

THE ERIE COUNTY BOARD OF ELECTIONS IS AN EQUAL OPPORTUNITY
EMPLOYER