

ERIE COUNTY BOARD OF ELECTIONS

SCORING SYSTEM BASED UPON
DIRECTIVE 2019-12

MINIMUM QUALIFICATIONS FOR DIRECTORS AND DEPUTY DIRECTORS OF BOARDS OF ELECTIONS AND PROCESSES TO FOLLOW TO APPOINT CANDIDATES FOR A FULL TERM OR TO FILL AN UNEXPIRED TERM.

Minimum Qualifications

A. EDUCATION

POINTS:

High School or GED
(1) point

College
(2) points

Advanced Degree
(2) points

B. ELECTION RELATED EXPERIENCE AND SKILLS

- Operating voting machines used in county and other automated office equipment
- Managing a successful and efficient database
- Using, understanding and applying election law terminology
- Knowing the basics of Ohio "sunshine laws" governing open meetings and public records; and
- Receiving and implementing assignments and instructions from board members and Secretary of State's office

POINTS:

(1) for each, or max (5)

C. GENERAL MANAGERIAL EXPERIENCE AND SKILLS

Ability to manage day to day operations of the county board of elections.
Candidate must possess:

- Effective written and interpersonal communications abilities;
- Strong organizational skills and attention to details;
- 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 the law, the county board of elections 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 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.

POINTS: _____
(1) for each or max of (9)

D. SUCCESSFUL COMPLETION OF A CRIMINAL BACKGROUND CHECK.

SOS Form 307 and a statewide criminal background check conducted by County Sheriff or other local law enforcement agency at the expense of the board of elections.

PASS: _____ FAIL: _____

I. Job Descriptions, Applications, and Evaluation Criteria

A. JOB DESCRIPTIONS - MINIMUM DUTIES:

- Prepare and conduct all primary, general, and special elections held in the county;
- Process, evaluate, and report election results;
- Recruit and train precinct election officials;
- Supervise the processing of voter records;
- Keep a full and true record of the proceedings of the board and all moneys received and expended;
- File and preserve in the board offices 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 charge backs 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 secretary of state and board determine;
- Review all Directives, Advisories, Memoranda, correspondence and materials issued by the Secretary of State 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.

B. APPLICATION

Candidates for Director or Deputy Director of a board of elections must submit a cover letter, current resume, and an Erie County Board of Elections employment application, *and upon request*, a completed Form 307 *prior to being considered by the full board*.

C. EVALUATION CRITERIA

The objective evaluation criteria (weighted scoring system) must be based on the job description and should be based upon an objective, pre-determined scoring system based upon answers to standardized questions relating to such minimum qualifications.

Candidates for Director or Deputy Director of a board of elections may be asked to complete a qualifications supplement at the discretion of the board of elections in order for the board to consider all experience, education and skills related to the position.

II. Advertisement for Applicants for Position of Director and Deputy Director of Board of Elections

The board shall advertise the vacant position for Director or Deputy Director of a board of elections for at least one week in the newspaper of the largest general circulation in the county in which the board is located. Boards may also advertise with the Secretary of State or other publications such as electioncenter.org and/or electionline.org.

All advertisements for appointment of Director or Deputy Director of a board of elections must include, at a minimum, the method by which interested parties may receive a copy of the job description and evaluation criteria and a notice that the applicant is subject to a criminal background check.

III. Evaluating Candidates for Director or Deputy Director of Boards of Elections

All boards of elections, when appointing Directors and Deputy Directors, shall give priority to candidates holding previous elections administrative experience.

PRIOR ELECTIONS ADMINISTRATIVE EXPERIENCE:

 Yes or No

If no candidates for Director or Deputy Director of a board of elections possess all the minimum qualifications for the position, the board of elections shall evaluate the candidates as if all minimum qualifications had been met by the candidates under consideration.