

Erie County Board of Elections

Director and Deputy Director Job Description

- Prepare and conduct all primary, general and special elections held in the county
- Process, evaluate and report elections results
- Supervise the processing of voter records
- File and preserve in the board office all orders, records, and reports pertaining to the administration of voter registrations and elections
- 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
- Receive and have custody of all books, papers, and property belonging to the board
- Review the Elections Official Manual including all Directives, Advisories, Memoranda, correspondence and materials issued by the SOS and take action as required by those communications
- 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
- Assist local liquor option petitioners
- Supervise and instruct board employees, assign work, coordinate activities, make recommendations concerning hiring, responsibilities, compensation, discipline, and discharge of board employees
- Develop a proposed annual budget to be submitted to the county commissioner's upon approval of the board of elections and monitor the board's budget and payroll relative to current year appropriations (Director)
- Knowledge of general office practices
- Possess time management and organizational skills
- Manage office staff, part-time workers, etc.
- Knowledge (above average) of computer operation
- Have the ability to lift, carry and move objects weighing up to 50 pounds
- Ability to learn and apply ORC
- Take, prepare and maintain Board of Election Minutes
- Maintain street file
- When polling location changes, send notification cards to each voter no later than 30 days prior to the election
- Send voter files and any other files to SOS when requested
- Complete public records requests, with the assistance of the Assistant Prosecutor
- Recruitment, assignment and training of precinct election officials
- Contacting and in charge of nursing home voting
- Contacting and in charge of high school precinct election officials
- Hiring part-time office work
- Process all referendums, initiatives and issues filed in the office, completing all paperwork, preparing ballot language and sending to the SOS and overlapping counties
- Processing petitions
- Preparing petition packets
- Completing the NCOA, Last Chance process
- Maintain precinct boundaries, jurisdiction and offices
- Maintain pay-in's on a weekly basis to the Treasurer's Office – Deputy Director

- Pay bills on a daily basis, do purchase orders - Director
- Maintain ledger on a monthly basis and an encumbrance report - Director
- Maintenance of annual inventory for County Auditor, update throughout the year – Deputy Director
- Process charge backs after each election - Director
- Negotiation and monitoring of lease agreements (copier and mail machine) - Director
- Negotiation and monitoring of service contracts - Director
- Preparation and processing of bids - Director
- Process requests from Liquor Control for Local Liquor Options
- Send campaign finance notices – Deputy Director
- Audit campaign finance reports
- Adhere to the Retention Schedule as prescribed by SOS
- Process provisional envelopes for Board to review for Official Canvass
- Responsible for printing paper poll books and forms for elections
- Programming and uploading electronic poll books
- Creating the election in E-Pulse for the electronic poll books
- Uploading all files from electronic poll books after each election
- Send file of absentee ballots to SOS
- Perform ADA checks on polling locations
- Send letters to polling locations a month before each election
- Proof ballots, make sure correct offices and issues on each ballot style
- Download memory sticks and run unofficial reports on Election Night and post to the website (Director)
- Do certification reports for SOS
- Prepare Certificate of Election to candidates after each election
- Do the Unofficial and Official Canvass according to the most recent Directive
- Oversee ballot layout, programming, logic and accuracy, etc. and make sure all voting equipment is working properly
- Coordinate the schedule of deployment/return of ballot boxes, scanners and ExpressVotes for each election
- Prepare Election Administration Plan (EAP) 120 days prior to each even-numbered year general election and 60 days prior to each presidential primary election. A template is provided by the SOS via email not later than 60 days prior to the deadline for submission to the SOS
- End of year Auditor's reports – Director
- Print abstracts after each election – Director
- NVRA quarterly report – Director
- Annual Expenses Report for SOS – Director
- Annual E.A.C. Report – Director
- Payroll – Director
- Make sure all notices are published in the Sandusky Register as required by the O.R.C. (voter registration deadline, notice of election 10 days prior to election and individual subdivision notice of election which is required twice before each election) – Deputy Director
- Schedule precinct election official training and prepare training letters and training schedule
- Process all ballot requests for military and overseas voter (UOCAVA) and process in CBTS – Deputy Director or Clerk
- Maintain excel spreadsheet for all UOCAVA voters for each election – Deputy Director
- Prepare all FWAB's and post on website by the 100 day and 46 day deadline – Director
- Prepare all candidates and elected official lists – Deputy Director

- Follow all cybersecurity procedures that are directed by the SOS
- Perform any other duty the Board or Secretary of State's Office asks you to perform