

Job Announcement: Deputy Director – Democratic Party Lake County Board of Elections

The Lake County Board of Elections (Painesville, Ohio) is accepting applications for the position of Deputy Director of the Board of Elections. Lake County has approximately 162,000 registered voters, 51 polling locations, and 163 precincts. The Board's 8 full-time employees and numerous seasonal employees offer decades of combined election experience and are committed to administering free and fair elections.

The successful applicant will be affiliated with the Democratic Party and will reside and register to vote in Lake County within 30 days of being appointed. Additional minimum qualifications include the following: a high school diploma or have attained the equivalency of a high school diploma (GED). College level education is desired. The applicant should have a baseline understanding of the rules, processes, procedures, and equipment used in local election administration, including: operating voting machines and other automated office equipment; managing a successful and efficient database; using, understanding and applying election law terminology; understanding the basics of Ohio's sunshine laws governing open meetings and public records; and receiving and implementing assignments and instructions from Board of Elections members and the Secretary of State's Office.

Desired managerial skills as demonstrated by previous work experience, include the following: effective written and interpersonal communication abilities; strong organizational skills and attention to detail; familiarity with relevant state and federal human resource policies and practices; familiarity with the handling of budgets and public appropriations of funds; ability to perform duties as assigned by the law, the Board of Elections, and/or the Secretary of State; ability to exchange information, including giving and managing assignments or direction to board personnel; ability to comprehend a variety of informational documents; and ability to conduct one's self in a professional and respectful manner.

Ideal candidates will have previous employment experience at a Board of Elections or similar elections office. Experience with programming elections using hardware and software provided by Elections and Systems Software (ES&S) as well as Triad Government Services voter registration software would be highly desirable.

Starting salary is negotiable and recruitment is open until the position is filled. The successful applicant must consent to and pass a statewide criminal background check. Qualified applicants should send a cover letter, resume, application and an Ohio Secretary of State Form 307 to Lake@Ohiosos.gov or mail hard copies of the same to:

Attention: Dante Lewis (Director)
Lake County Board of Elections
105 Main Street, 107
Painesville, OH 44077

An application, Ohio Secretary of State Form 307, and a job description for the position are available on our website (Lakecountyohio.gov/boe).