

**MERCER COUNTY**

**PERFORMANCE EVALUATION**

**EVALUATION RATINGS**

**Employee Name:** \_\_\_\_\_

**Department:** Board of Elections

**Position:** Deputy Director

**Evaluation Period:** \_\_\_\_\_

**Ratings:**

- 3 — Exceeds Performance Standards (SUPPORTING EXAMPLE REQUIRED)**
- 2 — Meets Performance Standards**
- 1 — Below Performance Standards (DEVELOPMENT PLAN REQUIRED)**

**PART 1: Evaluation of Performance of Specific Job Duties**

1. Assists the Director in overseeing local election office operations, duties and responsibilities; serves as the deputy to the Director in the event of an absence, vacancy or incapacity; prepares and conducts all primary, general, and special elections in the county in accordance with Federal Law, Ohio Revised Code, all applicable directives and advisories, and board policies and procedures; evaluates, and reports election results; supervises the processing of voter records (e.g., registration, duplicate resolution, National Change of Address, cancellations, etc.); maintains an accurate, current, computerized database of voter registration information necessary for the programming of election equipment and creation of ballots, including annexation changes and street updates; files and preserves in the board office all orders, records and reports pertaining to the administration of voter registrations and elections. In coordination with the Auditor’s Information Technology Department, ensures the security of the county’s voter registration and election systems components; meets the requirements of the Ohio Secretary of State related to cybersecurity.

**Rating/Points**

**3      2      1**

**Supporting Examples**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Prepares the minutes of board meetings; assists the board with the development and maintenance of a policies and procedures manual; keeps a full record of the proceedings of the board and all moneys received and expended; audits campaign finance reports; assists with the tasks associated with campaign finance compliance; calculates charge backs to political subdivisions; receives and obtains custody of all books, papers, and property belonging to the board.

**Rating/Points**

**3      2      1**

**Supporting Examples**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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3. Develops a proposed annual budget to be submitted to the county commissioners, upon approval of the board of elections; monitors the board's budget and payroll relative to current year appropriations; comprehends and executes Ohio's "sunshine laws" governing open meetings and public records; maintains and destroys records created by the board of elections in accordance with Ohio Public Records law and state and local record retention schedules.

**Rating/Points**

**3      2      1**

**Supporting Examples**

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4. Supervises, instructs and informs board employees; assigns work; coordinates activities; makes recommendations concerning board employees (e.g., hiring, responsibilities, compensation, discipline, discharge, etc.); recruits and trains election officials; reviews all directives, advisories, memoranda, correspondence and materials issued by the Secretary of State; takes action as required by those communications; trains staff on implementation of new procedures; prepares payroll using the county's financial software for all staff and board members.

**Rating/Points**

**3      2      1**

**Supporting Examples**

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5. Assists the public via telephone, in person, electronic mail, and written correspondence in a professional, friendly, and courteous manner by providing assistance and information (e.g., elections, voting and registration procedures, deadlines, forms, fees, running for office, etc.); provides information to the media and general public concerning election practices and law by confidently demonstrating an understanding of election processes and terminology; maintains a current website, and update with all required notices on a regular basis. Strives to inform community of election events.

**Rating/Points**

**3      2      1**

**Supporting Examples**

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6. Attends professional education and training conferences, seminars and workshops.

**Rating/Points**

**3      2      1**

**Supporting Examples**

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7. Meets all job safety requirements and all applicable safety standards that pertain to elections and the Board of Election office.

**Rating/Points**

**3      2      1**

**Supporting Examples**

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8. Demonstrates regular and predictable attendance; may be required to work holidays, weekends, evenings or nights outside normal work hours during specific times (e.g., election night).

**Rating/Points**

**3      2      1**

**Supporting Examples**

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**PART 2: Department Goals and Objectives**

1. Department Goals and Objectives: cooperates with co-workers to ensure unity of direction and attainment of Department goals and objectives; performs all other duties assigned by Department; subordinates personal preferences to the Department's goals and objectives in order to accomplish the Department mission as a team; seeks to determine the needs and expectations of the community and takes appropriate action in meeting those needs and expectations.

**Rating/Points**

**3      2      1**

**Supporting Examples**

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**PART 3: Demonstration of Other Important Performance Traits**

1. Decision-Making and Judgment: demonstrates the ability to perceive information and provide a sound, rational decision consistent with Department policy.

**Rating/Points**

**3      2      1**

**Supporting Examples**

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2. Communications: demonstrates the ability to communicate verbally and in writing and in an appropriate, clear, concise, accurate, and timely manner.

**Rating/Points**

**3      2      1**

**Supporting Examples**

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3. Rules Conscious: complies with Department policies and procedures, as well as adhere to relevant city, state, and federal laws and regulations.

**Rating/Points**

**3      2      1**

**Supporting Examples**

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4. Discipline: maintains composure and acts professionally in times of ambiguity or pressure; respects the chain of command; receives little or no disciplinary action.

**Rating/Points**

**3      2      1**

**Supporting Examples**

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appointing Authority/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_