

# MERCER COUNTY

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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<b>Employee Name:</b>		<b>Position Title:</b>	<b>Deputy Director</b>
<b>Class Number:</b>		<b>Class Title:</b>	<b>Deputy Director</b>
<b>Dept./Div.:</b>	<b>Board of Elections</b>	<b>Employment Status:</b>	<b>Full-time</b>
<b>Reports to:</b>	<b>Election Board</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Normal Hours:</b>	<b>8:30am – 5:00pm (Mon.)</b>	<b>EEO Status:</b>	<b>01-Officials &amp; Administrators</b>
	<b>8:30am – 4:00pm (Tues. - Fri.)</b>	<b>Classification:</b>	<b>Unclassified</b>

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### GENERAL DESCRIPTION:

The Deputy Director serves as deputy to the Director and is responsible for ensuring all of the necessary resources are acquired and in place, poll workers are well prepared, and that Mercer County's elections are conducted in an accurate, efficient, and transparent manner that leaves Mercer County voters with the upmost confidence in the elections process. The Deputy Director assists in the planning, designing, and carrying out of programs, projects, studies or other work related to election administration within Mercer County.

### QUALIFICATIONS:

 An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); completion of post-secondary education preferred; any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and/or abilities of various aspects of local election administration; successful completion of a criminal background check.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy; must be a registered voter of Mercer County within thirty (30) days of employment. New appointees must attend and complete a "New Election Official Training Program" sponsored by the Secretary of State within six months of appointment. Incumbent Deputy Directors must attend and complete a minimum of eight hours of formal continuing education training annually, per the Ohio Election Official Manual, Chapter 2 on Election Administration.

### EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g. Microsoft Office, and other applicable computer software), electronic voting machines, electronic pollbooks, ballot printer, optical scanner, electric letter opener, printer, copy machine, postage machine, folding machine, fax machine, keycard tool, other standard business office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in and around crowds; has contact with potentially violent or emotionally distraught persons; has contact with potentially dangerous/fatal infectious diseases; has exposure to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g. electronic voting machine); occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasionally required to ascend and/or descend ladders or stairs; occasionally required to lift, carry, push, or pull objects 50 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium exertional levels work.

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Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Assists the Director in overseeing all 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; processes, 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.
2. Prepares the minutes of board meetings; assists the board with the development of a policies and procedures manual; keeps a full and true 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.
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.
4. Supervises and instructs 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 and processes; prepares payroll using the county's financial software for all staff and board members.
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

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understanding of election processes and terminology; maintains a current website, and update with all required notices on a regular basis; maintains Board approved social media site(s).

6. Maintains required licensures and certification, if any.

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

8. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

### OTHER DUTIES AND RESPONSIBILITIES:

9. Performs such other duties in connection with the Office of Deputy Director and the proper conduct of elections as the Secretary of State and board determine.

10. 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).

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** \*local election administration (e.g., rules, processes, procedures, equipment, etc.); general management; modern computer skills and computer applications, including but not limited to Microsoft Office; filing policies and procedures; \*department computer systems; \*government structure and process; budgets and appropriation; \*department policies and procedures; \*department goals and objectives; \*applicable federal and state laws and regulations regarding elections; administering governmental budgets; public relations; \*geographic layout of jurisdiction and GIS systems; supervisory and human resource principles; communications.

**Skill in:** English, grammar and spelling; proofreading; public speaking; computer operation; word processing; adding machine or calculator operation; use of modern office equipment; operation of data processing equipment; \*operation of election equipment.

**Ability to:** manage day-to-day board of elections operations; interpret a variety of instructions in written, oral, picture, or schedule form; read, comprehend, and interpret various laws and regulations; meet deadlines; calculate fractions, decimals, and percentages; compile statistical data; read, copy, and record figures accurately; deal with problems involving variables within familiar context; exercise independent judgement in everyday as well as emergency situations; demonstrate effective organizational skills, including the ability to prioritize tasks; work in a bi-partisan team; work within security restraints as required by Revised Code and

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Board policy; prepare accurate documentation, including well-written reports and routine correspondence; communicate effectively via telephone and face-to-face with public and with all levels of County and outside agency personnel; respond to routine and sensitive inquiries from public and/or officials; work independently and under stressful conditions; understand a variety of written and/or verbal communications; gather, collate, and classify information; develop and maintain effective working relationships; demonstrate ability to adapt to last minute changes in procedures; ability to acquire skills needed in an evolving technology environment; travel to and gain access to work site.

### POSITIONS DIRECTLY SUPERVISED:

Office Clerk; Seasonal Clerks; Precinct Election Officials.

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(Signature of Appointing Authority)

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(Date)

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(Signature of Employee)

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(Date)

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