

HIRING!!!!

The Harrison County Board of Elections is seeking applicants for the position of Deputy Director. The applicant must be registered as a Democrat voter in Ohio and be a resident of Harrison County within 30 days of being hired. Applicants must provide a cover letter, resume with references and Secretary of State Form 307.

The position, in cooperation with the Director, is responsible for preparing and conducting all elections held throughout Harrison County. The Director and Deputy Director oversee all operations involved in the election process in accordance with Title 35 of the Ohio Revised Code, policies and procedures of the State of Ohio and federal election laws. Additionally, the Director and Deputy Director's responsibilities include but are not limited to the management of an annual budget; enforcing board policies on purchasing, personnel and legal matters; staffing, training and election planning for a public agency. The Director and Deputy Director report to a four member bi-partisan board.

The HCBOE is seeking exceptional and professional administrators with a documented record of accomplishment(s) and experience. The successful candidates must display strong leadership and communication skills to assume the role of Deputy Director and must have the ability to develop and implement progressive elections procedures and work practices.

Qualifications also include a demonstrated ability to solve problems within the scope of responsibility, present ideas effectively and to establish and maintain effective working relationships with the Harrison County Board of Elections, the Ohio Secretary of State's Office, the County Commissioners, other elected officials, employees, community representative and the general public. It is preferred that the successful candidates will have a college education and possess knowledge of and have experience in Ohio election laws and procedures including an understanding of computer information systems.

Deadline to submit an application is 4:00 p.m. Friday, September 18, 2020.

Please submit a letter of interest, resume, and Form 307 to:

Harrison County Board of Elections
Attn: Ruby Foutz, Director
538 N. Main Street, Suite B
Cadiz, Ohio 43907
rfoutz@harrison.boe.ohio.gov