



B. Director & Deputy Director

1. Minimum Qualifications

a. Education

A candidate for director or deputy director of a board of elections must have a high school diploma or have attained the equivalency of a high school diploma (GED). College level education is desired.

b. Election related experience and skills

A candidate for director or deputy director of a board of elections must have a baseline understanding of the rules, processes, procedures, and equipment used in local election administration, including:

- i. Operating voting machines used in the county and other automated office equipment;
- ii. Managing a successful and efficient database;
- iii. Using, understanding and applying election law terminology;
- iv. Knowing the basics of Ohio's "sunshine laws" governing open meetings and public records; and
- v. Receiving and implementing assignments and instructions from board members and Secretary of State's office;

c. General managerial experience and skills

A candidate for director or deputy director of a board of elections must, to the satisfaction of a majority of the board, have the experience and capability to manage the day-to-day operations of that county's board of elections (this requirement is scalable to the size and needs of the local operation). To this end, the candidate must possess:





- i. Effective written and interpersonal communication abilities;
 - ii. Strong organizational skills and attention to detail;
 - iii. Familiarity with relevant state and federal human resources policies and practices;
 - iv. Familiarity with the handling of budgets and public appropriation of funds;
 - v. Ability to perform duties assigned by the law, the county board of elections, and/or the Secretary of State;
 - vi. Ability to convey or exchange information, including giving and managing assignments or direction to board personnel;
 - vii. Ability to be adapt and to perform in a professional manner under stressful or emergency situations;
 - viii. Ability to comprehend a variety of informational documents; and
 - ix. Ability to conduct self at all times in a professional and courteous manner.
- d. *Successful completion of a criminal background check*

Before being selected as director or deputy director by a county board of elections, the candidate must complete [Form 302-A](#) (kept on file with the board of elections), and pass, to the satisfaction of a majority of the board members as described below, a criminal background check conducted by the county sheriff or other local law enforcement agency at the expense of the board of elections.

NOTE: The Secretary of State does not perform background checks for directors and deputy directors. If a board determines it is necessary to conduct background checks prior to appointing directors, deputy directors, and other staff, the board should





consult with its legal counsel, the county prosecuting attorney, and the county sheriff.

In addition, all candidates for director or deputy director (regardless of whether the person is currently the director or deputy director of the board of elections) must complete a questionnaire (*Form 305*) before being appointed or reappointed to the position of director or deputy director. The completed questionnaire must be kept on file with the board of elections and a copy sent to the Secretary of State.

2. Appointment

The director must be a resident elector of the county within 30 days of employment at the board, possess the necessary qualifications for the position, and be nominated for the position by a board member of the same political party. The director may not be a member of the board. An affirmative vote of three members is necessary for selection. A director is not considered to be a public officer.

3. Vacancies

a. Job Descriptions

County boards of elections must establish a written job description, incorporating the minimum qualifications and duties outlined above as well as local qualifications established by the board of elections, and the objective criteria by which candidates will be evaluated. Job descriptions of the duties of a director and deputy director of a board of elections shall contain at least the following minimum duties (or oversight thereof):

- i. Prepare and conduct all primary, general, and special elections held in the county;
- ii. Process, evaluate, and report election results;





- iii. Recruit and train precinct election officials;
- iv. Supervise the processing of voter records;
- v. Keep a full and true record of the proceedings of the board and all moneys received and expended;
- vi. File and preserve in the board office all orders, records, and reports pertaining to the administration of voter registrations and elections;
- vii. Prepare the minutes of board meetings;
- viii. Audit campaign finance reports;
- ix. Calculate charge backs to political subdivisions;
- x. Receive and have custody of all books, papers, and property belonging to the board;
- xi. 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;
- xii. Review all Directives, Advisories, Memoranda, correspondence and materials issued by the Secretary of State and take action as required by those communications;
- xiii. Supervise and instruct board employees, assign work, coordinate activities, make recommendations concerning hiring, responsibilities, compensation, discipline, and discharge of board employees; and
- xiv. Develop a proposed annual budget to be submitted to the county commissioners, upon approval of the board of elections, and monitor the board's budget and payroll relative to current year appropriations.

