

## **Job Posting: Deputy Director (Full-Time)**

### **Mercer County Board of Elections – Celina, Ohio**

The Deputy Director works under the direction of the four-member bipartisan Board of Elections and in partnership with the Director to lead the day-to-day operations of the office. The Deputy Director plays a key role in ensuring the accurate, secure, and efficient conduct of elections in Mercer County and its more than 28,000 voters. This includes responsibilities related to voter registration, ballot preparation, campaign finance, staffing and training of poll workers, tabulation of election results, and maintaining the integrity of voter records.

The Board of Elections office is a bipartisan entity, consisting of a Director and Deputy Director, one from each of the two major political parties, who share administrative duties. The Deputy Director must demonstrate impartiality, integrity, and a commitment to upholding Ohio election law and procedures.

#### **Minimum Qualifications and Skills:**

- Must be affiliated with the Democratic Party and establish residency in Mercer County, Ohio within 30 days of being hired.
- Must possess strong verbal and written communication skills and a willingness to assist the public in a courteous and professional manner.
- Must understand and respect the importance of the security and care of handling voter data and election records.
- Must have computer proficiency, including the ability to process voter registrations, create and manage records, and document and report election results. Working knowledge of Microsoft Outlook, Word, and Excel is required.
- Must be able to learn and assist with accounting functions, including auditing campaign finance reports, preparing chargebacks, and aiding in the annual budget process.
- Must be capable of reading, understanding, and applying Ohio election law, directives from the Ohio Secretary of State, legal guidance, and board-issued instructions and deadlines.
- Professional training is available, and applicants must be willing to travel overnight on occasion to attend required trainings and statewide meetings.
- Position requires some physical activity, including lifting and moving election equipment and file boxes.
- Familiarity with Ohio election procedures, voting systems, and relevant laws is a plus.

#### **Position Benefits:**

- Position is salaried, full-time, exempt from overtime, with a starting pay of \$47,000 annually.
- Part of the Ohio Public Employees Retirement System (OPERS).
- Eligible for insurance and receive sick and vacation time on an accrual basis.
- Scheduling flexibility, particularly outside of peak election periods.

For a full job description and minimum job requirements, please visit:

[elections.mercercountyohio.gov](http://elections.mercercountyohio.gov). Applicants will be subject to a criminal background check.

The Mercer County Board of Elections is an Equal Opportunity Employer. Interested candidates should send a resume and cover letter to Mercer County Board of Elections Chair, Phil Long, at:

[Resume@Elections.MercerCountyOhio.gov](mailto:Resume@Elections.MercerCountyOhio.gov)

## **Job Posting: Election Administrator (Part-Time) Mercer County Board of Elections – Celina, Ohio**

The Mercer County Board of Elections is accepting applications for the part-time position of Election Administrator. This position offers an opportunity to contribute directly to the electoral process and gain experience in public service. Election Administrators work as a team with the Director and Deputy Director under the direction of the four-member bipartisan Board of Elections to carry out the day-to-day operations of the office.

The Board of Elections office is a bipartisan entity, consisting of a Director and Deputy Director, one from each of the two major political parties, who share administrative duties. The Election Administrators work under the supervision of the Director and Deputy Director, at the pleasure of the Board, and ultimately serve the voters of Mercer County.

### **Minimum Qualifications and Skills:**

- Must be affiliated with the Democratic Party.
- Must possess strong verbal and written communication skills and a willingness to assist the public in a courteous and professional manner.
- Must understand and respect the importance of the security and care of handling voter data and election records.
- Must have computer proficiency, including the ability to process voter registrations, create and manage records, and document and report election results. Working knowledge of Microsoft Outlook, Word, and Excel is required.
- Must be able to learn and assist with accounting functions, including auditing campaign finance reports, preparing chargebacks, and aiding in the annual budget process.
- Must be capable of reading, understanding, and applying Ohio election law, directives from the Ohio Secretary of State, legal guidance, and board-issued instructions and deadlines.
- Professional training is available, and applicants must be willing to travel overnight on occasion to attend required trainings and statewide meetings.
- Position requires some physical activity, including lifting and moving election equipment and file boxes.
- Familiarity with Ohio election procedures, voting systems, and relevant laws is a plus.

### **Position Benefits:**

- Starting pay is \$17.50 per hour, with annual cost-of-living increases as provided by the Mercer County Commissioners.
- 20–30 hours per week during regular periods, aligned with courthouse hours set by the Mercer County Commissioners. 40+ hours per week required during early voting and election weeks. Flexible scheduling, including extended and evening hours during peak election periods (30 days prior and 20 days following an election).
- Part of the Ohio Public Employees Retirement System (OPERS).
- Receive sick and vacation time on an accrual basis.

For a full job description and minimum job requirements, please visit:

[elections.mercercountyohio.gov](http://elections.mercercountyohio.gov). Applicants will be subject to a criminal background check.

The Mercer County Board of Elections is an Equal Opportunity Employer. Interested candidates should send a resume and cover letter to Mercer County Board of Elections Chair, Phil Long, at:

[Resume@Elections.MercerCountyOhio.gov](mailto:Resume@Elections.MercerCountyOhio.gov)

Director and Deputy Director: Starting pay set at \$47,000 minimum with potential of higher pay commensurate with market conditions and experience. Increases in cost of living yearly as provided by commissioners.

- The Director and Deputy Director are responsible for working together in preparing for and conducting all elections held throughout the County in addition to overseeing all operations involved in the election process.
- They jointly plan, develop, and coordinate policies, procedures, and activities, create an election administration plan, and a timeline to implement each task for each election, and assist all parties within the election process.
- The Director and Deputy Director are responsible for working with the staff in conducting elections in compliance with local, state, and federal laws and statutes.
- They are also responsible for staying updated through continuing education on relevant election and finance laws, federal and local grants, and security protocols.
- The Director and Deputy Director supervise and instruct staff, assign projects, and coordinate activities, and schedules.
- The Director and Deputy Director are responsible for receiving, having custody of, and preserving all papers and property belonging to the Board of Elections.
- The Director and Deputy Director review all Directives, Advisories, Memoranda, correspondence, and materials issued by the Secretary of State and take action as required by those communications.
- The Director and Deputy Director manage, supervise all staff within the Board of Elections and are responsible for agency budgets, payroll, expenditure ledgers and records.
- The Director and Deputy Director maintain and update the voter registration database, in addition to providing public awareness of the most current voting information.
- The Director is responsible for all matters regarding the Board including preparing Board meeting agendas and Board meeting minutes. Additional responsibilities include addressing any relevant issues or processes and other duties as assigned or required by the SOS and/or Board.
- The position of the Director and Deputy Director rotates on the day of the bi-annual re-organization in odd years.
- The Deputy Director must be able to assist the director in the performance of the director's duties and responsibilities, to perform those duties and responsibilities when the director is absent from the Board office, and to perform such other related duties as assigned or required by the Board of Elections, Director, or Secretary of State.

#### Minimum Qualifications:

- Registered voter of Ohio
- Resident of Mercer County
- Education: High School Diploma or equivalent. College level education is desired
- Ability to work both independently and part of a team
- Ability to act in a professional and courteous manner

## Job Descriptions Policies – Approved 4/15/2025

- Effective written and interpersonal communication abilities
- Strong organizational skills and attention to detail
- Election related experience and skills: willing to learn the rules, processes, procedures, and equipment used in local election administration
- Strong understanding of software: *i.e.* Microsoft Office, Social Media
- Successful completion of a drug and alcohol screening
- Successful completion of a criminal background check
- Ability to work extended hours

### Working Conditions:

- Sit for extended periods of time
- Occasional standing, walking, stooping, kneeling, or crouching
- Repetitive movement of hands and fingers (typing and/or writing)
- May be required to lift a maximum of 30 lbs.

The Mercer County Board of Elections is an equal opportunity employer. All employees are paid under the Ohio Public Retirement System or as an Independent Contractor who receives a Form 1099.

The Director, Deputy Director, and other employees of the Board are not public officers and shall serve, during their term of office, at the discretion of the Board. The Board may summarily remove the Director or the Deputy Director by a vote of not less than three of its members and may remove any other employee by a majority vote of its membership.

All employees will adhere to policies outlined in the County Policy Manual unless the Board adopts a replacement policy. The Director/Deputy positions are full-time and are exempt from overtime. All positions serve at the pleasure of the Board and employees may be removed at any time by an affirmative vote of three Board members. The Seasonal Clerk and the Elections Administrator are full/part time positions, as needed, with scheduling flexibility required. Overtime, if earned, is earned at a rate of 1.5 the usual pay for any hours worked over 40 hours in a one-week period. The week begins on Sunday.

Election Administrator: Starting pay set at \$17.50. Increases in the cost of living yearly as provided by Commissioners.

- 20-30 hours per week (it will resemble courthouse hours as set by the Mercer County Commissioners.)
- 40 plus hours per week during Early Voting and Election week

#### Minimum Requirements

- Is a Registered voter of Ohio
- Is Preferred to be a Resident of Mercer County
- Must be able to read and write and understand English
- Must be able to perform basic mathematical calculations
- Must demonstrate Basic Computer Skills that include typing, ability to use or to learn Microsoft Word, Microsoft Excel and general comprehension of how to communicate using email and other forms of electronic communication
- Must have the ability to communicate verbally and in writing
- Must be available to work flexible hours including extended hours as may be required during the 30 days prior to an election and the 20 days following an election
- Must be able to perform physical labor at will involving lifting, pushing, pulling, working on all levels of work area.
- Must have the ability to learn and operate basic office equipment including, but not limited to multiline phone systems, copy and scanning machines, postage machines
- Answering the phone in a pleasant and professional manner
- Continuing Education may periodically (and at least annually) require a day or two of travel and/or overnight stays

Examples of duties that will be assigned throughout the training and probation period.

- Entering voter information into a software voter database
- Filing Forms

- Must be willing and able to greet a diverse public audience that uses the services provided by the Board of Elections. This duty will include interacting with voters and nonvoters, elected officials, employees of other agencies that interact with us for various services and duties.

#### Narrative about the position of Election Administrator

This position will initially be trained internally by working “one on one” with the staff and board members. Additional training will be provided by attending conferences, regional meetings and participating in webinars.

The expectation is that over a four-year election cycle the Election Administrator will assume more complex duties as assigned to support the board and staff. Periodically the board will review the progression and impact of training and provide recommendations for additional duties. These will be based on the employees’ own self-motivation and abilities.

This position does require a background check and a drug and alcohol screening. A copy of the county’s personnel policy manual will be provided as well as any Board of Election policies dealing with employment.

Will be decided by a majority vote of the board. The board members will consider education, work experience and any supporting evidence from references by evaluating the discussions and interaction throughout the interview and hiring process. The board is not technically a county agency, the board has historically accepted and granted the recommendations of the County Commissioners when providing guidelines for the cost-of-living increases. Merit increases and bonuses will also be considered throughout the Administrators employment and will be based on the ability to preform the duties that they have been assigned. This position answers first to the voters of the county under the direction of the board and will be supervised by the Director and Deputy Director.