



**BOARD OF ELECTIONS ANNOUNCES  
THE FOLLOWING CAREER OPPORTUNITY**

Assistant Manager  
(Unclassified)

Department: Election Officials  
Location: Cuyahoga County Board of Elections  
2925 Euclid Avenue  
Cleveland, OH 44115

Salary: \$57,034.25

Hourly: \$31.33

Pay Range: 11

Reports to: Manager, Election Officials Department

**REQUIREMENTS:** Completion of a Bachelor's Degree in public administration, business administration or a related field and a minimum of 3 years related experience including project management, proficiency in use of relational databases (e.g. DIMS) as well as Crystal Reports or similar reporting software, and staff supervision; or an equivalent combination of education, training and experience.

**RESPONSIBILITIES:** Assists Manager in the recruitment, hiring, training and payment of all Election Officials and Officers of the department according to the Ohio Revised Code, Secretary of State and Cuyahoga County Board of Elections; responsible for securing Election Official training locations, developing training curriculum and training schedule; assists in coordinating and training staff relevant to pre-election, election day and night and post-election functions; assists in coordinating and managing all election day officials and activities. Ensures duties are conducted according to NVRA and HAVA procedures; assures political balance in all departmental functions and responsibilities; assists in the development and implementation of departmental work plan and maintaining an effective productivity schedule; assists in the development and implementation of effective training programs relative to all duties of the department, particularly any training during the election cycle; assists in preparing all reports as required; safeguards sensitive documents and supplies. Assists in maintaining inventory of department's forms and supplies; orders all election related documents and materials in a timely manner; assists in managing and evaluating department staff performance professionally and administers corrective action in accordance with the standards established by the Cuyahoga County Board of Elections; assumes responsibility for the department staff in the absence of the Manager; works effectively in cooperation with all departments; notifies the appropriate departments when changes occur that could affect the election process. Assists with fostering partnerships with the community in recruitment efforts; enforces the policies and procedures mandated by the Cuyahoga County Board of Elections; performs all other duties assigned, delegated or required of the Election Official Assistant Manager as well as those prescribed by law.

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**Applications must be received by 4:30 p.m. – February 10, 2017**

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Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department at (216) 443-3200. This position is non-exempt from the Fair Labor Standards Act of 1938, as amended relative to overtime compensation.

**Equal Opportunity Employer; Smoke-free and Drug-free Workplace**  
Visit our website: [www.443VOTE.com](http://www.443VOTE.com)

**APPLICATION PROCEDURE:** Applications and resumes must be submitted through our on-line process only. Visit our website: [www.443vote.com](http://www.443vote.com), then click on the Employment tab and follow the prompts. Please note that you must complete a BOE on-line profile before you are able to apply for position at the Board of Elections. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.