

Chairman Rick Combs called the meeting to order at 4:00 p.m. Mary Lynne Birck led the Pledge of Allegiance. Board Members present were Rick Combs, Paul Campbell, Larry Heller and Ray Lembke. Also present were Judy Miller – Director, Mike Keeley – Deputy Director, and Becky Rudd – Clerk taking record.

OTHER ATTENDEES: Mary Lynne Birck – Prosecutor’s Officer

MOTION TO ADOPT THE AGENDA AS PRESENTED:

2016-78 – Paul Campbell made the motion to Adopt the Agenda as Presented. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

Review of Advertisement for Deputy Director Position:

Chairman Rick Combs advised the Board that they were meeting today to review the advertisement for the Deputy Director’s position.

2016-79 – Larry Heller made the motion to approve and post the advertisement for the Deputy Director position on the Board’s website and the County’s website immediately. Paul Campbell seconded the motion. Upon discussion the Board discussed the wording and any changes they thought was necessary in the proposed advertisement. The person hired will be an employee and will not become the Deputy Director until January 1, 2017. Upon roll call, all Members voted “yes”. (See copy attached.)

NEXT MEETING DATE AND TIME:

May 26, 2016 at 10:00 a.m., May Monthly Meeting & Certification of Independent Candidate Petitions,
June 30, 2016 at 10:00 a.m., June Monthly Meeting (date change due to SOS Summer Conference June 22-23).

ADJOURNMENT:

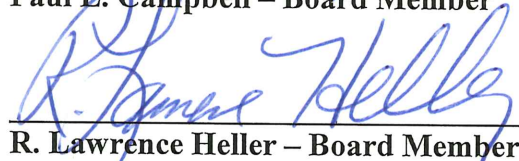
2016-80 – At 4:22 p.m. Ray Lembke made the motion to adjourn. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.



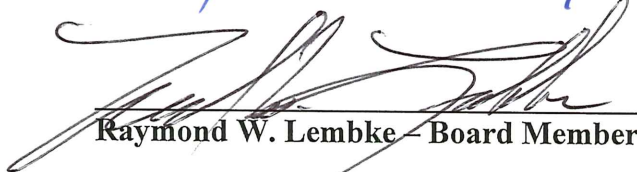
Rick W. Combs – Board Chairman



Paul L. Campbell – Board Member



R. Lawrence Heller – Board Member



Raymond W. Lembke – Board Member



Attest – Judith A. Miller – Director

Minutes signed on May 26, 2016

Job Vacancy – Deputy Director of the Clermont County Board of Elections

The Clermont County Board of Elections [BOE] is responsible for the administration of elections in Clermont County. The day-to-day administrative functions of the BOE are carried out by the Director, Deputy Director, and staff. The Deputy Director serves at the pleasure of the Clermont County BOE and Ohio Secretary of State.

Duties (not exhaustive):

- 1) Preparing for and conducting all Primary, General and Special Elections held in the County as prescribed by law;
- 2) Preparing all reporting forms required by and for the Secretary of State;
- 3) Managing the daily operations of the Board which includes supervising, training and evaluating personnel as well as assigning job tasks and responsibilities, coordinating activities, making recommendations concerning staffing, compensation, and discipline of personnel;
- 4) Planning and managing the Absentee/Early Vote Process accommodating both the Vote by Mail and In Office Voter in addition to preparing for voting at the 166 Precincts on Election Day;
- 5) Recruiting and training Precinct Election Officials (aka Poll Workers);
- 6) Supervising the processing of Voter Records;
- 7) Preparing the Minutes of all Board meetings;
- 8) Keeping a full and true record of the Proceedings of the Board and all money received and expended;
- 9) Filing and preserving in the Board Office all Orders, Records, and Reports pertaining to the administration of Voter Registrations and Elections and providing all record requests in a timely manner as prescribed by law;
- 10) Auditing Campaign Finance Reports;
- 11) Calculating chargebacks to political subdivisions;
- 12) Keeping custody of all books, papers and property belonging to the Board;
- 13) Performing all duties required of the Director by the Secretary of State and Board;
- 14) Reviewing and complying with all Directives, Advisories, Memoranda, correspondence and materials issued by the Secretary of State;

- 15) Developing a proposed annual budget to be submitted to the County Commissioners, upon the approval of the Board of Elections and monitoring the Board's Budget and Payroll relative to the current year appropriations;
- 16) Having knowledge of and responsibility for maintaining, upgrading and testing of all Election Equipment (hardware/software) as well as other office equipment used in the processing of elections.

Education:

The Deputy Director must have a high school diploma or its equivalent; college-degree is preferred.

Specialized training and/or certification in the various aspects of Election Administration is an asset.

Required Skills:

- Ability to manage, with the Director, office staff as well as poll workers and other election officials;
- Demonstrated leadership skills;;
- Ability to work on a team;
- Demonstrated work ethic;
- Personable and approachable demeanor;
- Demonstrated ability in following written and oral direction;
- Strong organizational skills;
- Ability to create and or maintain databases;
- Experience in Microsoft office and associated programs;
- Ability to communicate effectively in writing;
- Strong public-speaking ability;
- Good judgment;
- Self-motivated.

The Ideal Candidate will be:

- 1) Attentive to detail with knowledge of the specialized training of elections law and administration;
- 2) Familiar with human resource policies and practices and equal opportunity practices;
- 3) Familiar with budgets and public appropriation of funds;

- 4) Able to perform duties assigned by the Ohio Revised Code, the Secretary of State and the Members of the Clermont County Board of Elections;
- 5) Able to convey or exchange information, including giving and managing assignments or directions to personnel;
- 6) Able to establish and maintain an effective working relationship with employees, other county offices, departments and agencies;
- 7) Able to adapt and perform in stressful or emergency situations in a professional manner;
- 8) A dedicated public service with a commitment to professional and courteous behavior to the public, colleagues, employees, and other public officials.

An applicant must be a registered Republican in good standing and reside in Clermont County, Ohio for a minimum of 30 days prior to beginning employment.

Before being selected to serve as a Director or Deputy Director, the candidate must complete SOS Form 302-A and pass, to the satisfaction of the Board, a criminal background check conducted by the Clermont County Sheriff.

The Deputy Director position is to fill a vacancy on January 1, 2017, and will be re-appointed effective March 1, 2017 for the regular 2 year appointed term. This position is expected to require a 16 week (80 days) Training and Probationary Period (serving as the Deputy Director Trainee) starting on September 12, 2016, before assuming the duties and title of Deputy Director on January 1, 2017. The Deputy Director position is a full-time, unclassified, exempt from overtime position requiring at minimum 40 hours per week.

Benefits include: paid vacation, paid sick leave as provided by law; health (vision-dental-disability insurance) after 90 days of full time employment, 457 (deferred compensation) plan and participation in the Ohio Public Employee's Retirement System.

Salary Range: \$55,000 to \$60,000 annually, based upon experience and skill level.

All interested persons must submit a resume to the Clermont County Board of Elections, attention Deputy Director Mike Keeley, 76 S. Riverside Drive Batavia, Ohio 45103. **The deadline to submit resumes is June 15, 2016.**

The Clermont County BOE is an equal opportunity employer.

Rudd, Rebecca

From: Rudd, Rebecca
Sent: Monday, May 09, 2016 10:57 AM
To: 'clermont sun legals'
Subject: bd mtg notice
Attachments: 2016 May 10 - emergency mtg.doc

Per ORC this is to advise you of the attached notice regarding an Emergency Board Meeting on Tuesday May 10, 2016 at 4:00 p.m.
Please let me know if you have any questions.

Becky Rudd
Clermont County Board of Elections
76 S. Riverside Drive
Batavia, OH 45103
513-732-7275

Clermont County Board of Elections Notice of an Emergency Board Meeting Date

The Clermont County Board of Elections has scheduled the following meeting.

Tuesday, May 10, 2016 at 4:00 p.m., – Emergency Board Meeting to discuss advertising for the Deputy Director Position that will become vacant on December 31, 2016 and any other business the Board deems necessary.

The meeting will be held at the Board Office, 76 S. Riverside Dr., Batavia, 45103.

Rick Combs – Chairman
Judy Miller – Director