



BOARD OF ELECTIONS ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Training & Compliance Administrator
(**Unclassified**)

Department: Executive Office

Location: Cuyahoga County Board of Elections
2925 Euclid Avenue
Cleveland, Ohio 44115

Salary: \$71,177.00 - \$81,854.00

Hourly Rate: \$39.10 - \$44.97

Pay Range: 15

Reports To: Director

Hours: 8:30 a.m. - 4:30 p.m.

Monday - Friday

REQUIREMENTS: Bachelor's Degree in Public Administration, Human Resources, Business Administration or a related field and a minimum of five (5) years related experience including administration, human resources, project management or staff supervision; or an equivalent combination of education, training and experience.

RESPONSIBILITIES: Works with managers to develop training programs for staff on specific operational processes to ensure Board's compliance with Federal, State and Secretary of State directives; assists creating the training criteria content, the documents and media used during training; assists determining the processes and tools used to determine employee proficiencies on the subject matter; oversees the external training programs; ensures external training programs meet the Board's expectations; collaborates with internal staff and vendors to achieve training outcomes; consults with Director and Deputy Director regarding external training programs. Summarizes and works with managers on administering directives, advisories and memoranda received by the Secretary of State; writes and distributes summary of directives and advisories; works with managers to resolve issues; works Director or Deputy Director to resolve complex/sensitive issues; coordinates and oversees interdepartmental operational advancement meetings and assists in subsequent implementation of enhanced processes; serves as intermediary at meetings and provides status and final reports; implements new procedures and special projects as assigned by Director or Deputy Director. Develops procedures as required by the Secretary of State, Board of Elections administration and changes in election laws; researches changes in election laws and departmental issues; develops procedures that are legally compliant and improve efficiencies. Compiles a comprehensive election preparation database consisting of statistical, historical and relevant comparable data that will be used to make operational decisions, such as ballot orders, in-house staffing levels, voter turnout, etc.; compiles and tracks departmental tasks for each election cycle; receives updated tasks from each department head; identifies issues, late projects and resolves conflicts with management; updates main calendar and reports to Director and Deputy Director. Works with Secretary of State's Office and County Prosecutor's Office to resolve questions with procedures; researches Ohio Revised Code and related election laws; responds to internal clarification issues. Prepares special reports required by the Secretary of State; submits an Election Administration Plan to the Secretary of State; receives election results, poll worker and voting equipment and registered figures; compiles information and ensures data is reported correctly; serves in a lead capacity on pilot projects. Researches and reports grant opportunities to the Director and Deputy Director; assumes a lead role in working with management and staff to compile data and coordinate the grant submission to the appropriate authority; oversees and administers the grant financial aspects such as accounting, auditing, financial reporting and collaborating with the Agency's Finance Manager.

Applications must be received by 4:30 pm - June 25, 2015

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 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.boe.cuyahogacounty.us**



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APPLICATION PROCEDURE: Applications and resumes can be submitted through our on-line process only. Visit our website: 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.

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