

Henry County Board of Elections
POSITIONS AVAILABLE:
FULL TIME

DIRECTOR/DEPUTY DIRECTOR (DEMOCRAT)

The Henry County Board of Elections is seeking applicants for a Deputy Director (Democrat). The Director and Deputy Director are responsible for overseeing, directing, and managing staff and operations within the Board of Elections; conducting fair and impartial elections; and following all rules and regulations established by the Ohio Revised Code, relevant federal legislation, the Ohio Secretary of State, and the Henry County Board of Elections.

Applicants must have a high school diploma or the equivalency of a high school diploma (GED). College level education is desired, but it is not required.

Applicants must possess a baseline understanding of the rules, processes, procedures, and equipment used in local election administration. In addition, applicants must demonstrate the requisite experience and capability necessary to manage the day-to-day operations of the Henry County Board of Elections.

All applicants are subject to a criminal background check.

Cover letters and resumes must be received by the Henry County Board of Elections no later than 4:30 p.m. on February 10, 2026.

Cover letters and resumes may be submitted in person or by mail to:

Henry County Board of Elections

Attn: Kelli Burkhardt

1827 Oakwood Avenue

Napoleon, OH 43545

Questions regarding the application process may be directed to Kelli Burkhardt, Chairman of the Henry County Board of Elections, at kelli.burkhardt@henrycountyohio.gov

The Henry County Board of Elections is an equal opportunity employer.