



**BOULDER COUNTY COLORADO**  
invites applications for the position of:

# **Elections, Assistant Coordinator - Voter Services**

Boulder County is a forward-thinking community with over 2,000 employees serving the needs of nearly 300,000 residents. From the peaks of the Rocky Mountains to the thriving agricultural lands and urban centers on the plains, Boulder County's 740 square miles include some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our county's leaders and employees have long held a commitment to being stewards of our land, environment and community. From visionary open space, land use and sustainability policies to award-winning wellness and public service programs, our county government helps foster a vibrant, healthy and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service.

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## **SALARY**

Annually  
\$42,168.00 - \$60,732.00

**OPENING DATE:** 03/13/17

**CLOSING DATE:** 03/28/17 11:59 PM

## **DESCRIPTION:**

The Boulder County Clerk and Recorder's Office, Elections Division has an opening for an **Assistant Elections Coordinator - Voter Services**. This position is instrumental in our office's duty to plan and conduct successful elections for Boulder County voters. The objective of this position is to coordinate and manage: the voter registration process and workflow; the voter services mail ballot and contingency processes; oversee the coordination and implementation of Voter Services Polling Centers, and supervise 2-3 full time staff. We are passionate about the work we do for democracy and the residents of Boulder County and we're looking for someone who's equally passionate about this work.

The ideal candidate must have the ability and desire to serve the public and Boulder County. Must be experienced in supervision, motivating and leading employees to success. Other skills include creation and implementation of ideas and processes that are forward thinking; be self-motivated, team oriented

and an excellent communicator in both verbal and written form. Candidate is committed to continuous learning (organizational level and self-development) and has project management skills (able to set clear goals, prioritize tasks, manage time efficiently, and effectively work with others for completion). Additionally, must demonstrate ability to supervise and lead teams in providing excellent service and project results within statute driven deadlines.

This position will require, **overtime, nights and weekends during election season** and is subject to periods of time when vacation scheduling is not allowed (election blackout dates). Under FLSA guidelines, this position is **non-exempt**.

This position will work out of the **Boulder County Clerk and Records Office**. The Assistant Elections coordinator will work **40 hours per week**.

**Hiring Range:** \$42,168.00 to \$55,300.00 per year.  
**Salary Range:** \$42,168 .00 to \$60,732.00 per year.

**EXAMPLES OF DUTIES**

- Ensure processes are completed in compliance with state statute and rule;
- Supervise 2-4 full time staff; conduct regular staff check in meetings, maintain notes, complete performance reviews; assist with hiring and personnel development actions;
- Be accountable for excellent service provided to the public;
- Create, implement and course correct procedural improvement for the voter services mail ballot replacement and contingency processes;
- Oversee the day to day voter registration processing and workflow processes;
- Coordinate and manage the planning, drafting, proofing, and sending (mail, e-mail) of voter correspondence;
- Participate in envelope and ballot ordering, including print quality control checks;
- Learn and apply a comprehensive knowledge of SCORE (the election voter registration database);
- Coordinate and manage all mail incoming and outgoing; funding postal accounts, tracking cost of printing and postage;
- Participate in strategic planning and organizational accountability program;
- Document work in accurate and thorough manner (create and maintain "Standard

- Operating Procedures" for position);
- Manage timecard requirements for self, staff and temporary staff;
- Plan and carry out temporary staff hiring and training;
- Establish and maintain effective working relationships with employees, other agencies, party representatives/advocates and the public;
- Attend trainings, conferences, workshops and lectures as appropriate to develop new skills, enhance and maintain knowledge, complete election certification and stay informed of developments in the field;
- Research and track pending election legislation for the current session of the Colorado General Assembly;
- Perform additional duties, as required.

**REQUIRED  
QUALIFICATIONS**

**Education:**

Bachelor's Degree desired and High school diploma, or equivalent required.

**Experience:**

Five years of experience or combination thereof in areas such as: creating and/or managing complex projects and/or processes, supervising and developing teams, customer/public service, business analysis work, or project management experience.

**Knowledge, Skills, and Abilities:**

The ideal candidate will also have election management experience. Must be proficient in Microsoft Office products (Excel, Word, PowerPoint and Outlook) and use of personal computers. Must be experienced with data analysis, critical thinking and problem solving. Extreme attention to processes and detail is required. Must also be comfortable with reading and applying election law statute and rules and seeking out clarification when needed. Must be comfortable working in a fast paced, changing and deadline driven environment. Must be willing to work evenings and weekends during election season(s) and is subject to periods of time when vacation scheduling is not allowed (election blackout dates) .

**Please Note:**

- Applicants must have a valid Colorado driver's license with a good driving record.
- A cover letter explaining your interest is

- required.
- A job-offer is contingent upon passing a background investigation and a skills test.

**SUPPLEMENTAL  
INFORMATION**

**Preferred Knowledge, Skills and Abilities:**

- SCORE (Statewide Colorado Registration and Elections database) experience or voter database experience
- Knowledge of election law and implementation of laws and rules in election processes
- Conducted 3 or more elections

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An application must be completed for each position. Resumes are not accepted in lieu of application. Applications must be submitted online at [www.bouldercounty.org](http://www.bouldercounty.org). Please note that all new employees and rehires are required to provide documentary proof of their eligibility for employment. Boulder County is a public employer; therefore all applications are public information.

For deaf and hard of hearing assistance, please call Relay Colorado at 1-800-659-2656.

Boulder County is an Equal Opportunity/Affirmative Action Employer.

APPLICATIONS MAY BE OBTAINED AND FILED

ONLINE AT:

<http://www.bouldercounty.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

2025 14th St.

Boulder, CO 80302

303-441-3525

[jobs@bouldercounty.org](mailto:jobs@bouldercounty.org)

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Job #2067(AT4)  
ELECTIONS, ASSISTANT COORDINATOR - VOTER  
SERVICES  
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