



CITY AND COUNTY OF DENVER
Office of Human Resources
201 W Colfax Ave, Dept 412, Wellington E. Webb Municipal Office Building
Denver, CO 80202

<http://www.denvergov.org/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Voting Process Administrator**

An Equal Opportunity Employer

SALARY

\$58,936.00 - \$94,298.00 Annually

OPENING DATE: 05/19/17

CLOSING DATE: 12/31/17

THE POSITION

**Be a part of
the city that you love.**

The secret is out: Denver is the nation's top place to live, work, and play. Being the best place to live isn't easy; maintaining such a reputation means we need the best people working for the residents of Denver. People who want to make a difference; people who want to give back; people who want to be at the heart of this city and have a hand in creating our future. When you join us, you will employ your unique skills to do important and meaningful work critical to the success of both your organization and the city as a whole. Be a part of the city that you love. #WhereDenverWorks

The Denver Elections Division (DED) is nationally recognized as a leader in elections administration. The DED focuses on the customer experience and thrives to create innovative and efficient processes. Our office believes in empowering front line staff members to drive strategic focus and be a part of agency decisions. If you are a change agent who enjoys a challenge this is just the job for you!

ABOUT OUR JOB

The Voting Process Administrator plays a critical role in ensuring smooth elections in the City and County of Denver. The position is responsible for managing processes for voter registration, petitions, and Election Day. The short-term goal for this position is to prepare for and execute the November 2017 election. The long-term goal is to offer innovative ideas to improve the Denver Elections Division.

- Voter registration
 - Manage existing processes and procedures and develop and implement improvements where appropriate
 - Ensure compliance with applicable federal, state, and/or local election laws
 - Compile and analyze available data to make decisions and recommend improvements
 - Supervise a team of election judges
 - Develop and implement staffing plans for Election Judges
- Candidate and initiative petitions
 - Manage existing processes and procedures and develop and implement improvements where appropriate
 - Validate signatures
 - Manage the operations and recommend enhancements as needed
- Voting procedures
 - Develop and implement voting processes at the Voter Service and Polling Centers
 - Create and conduct training for election judges at the Voter Service and Polling Centers
 - Observe performance of election judges and report to appropriate supervisors
- Statewide Colorado Registration and Election (SCORE) system
 - Ensure all staff are trained on the system and create and maintain user profiles
 - Create and manage the election as it pertains to the registration system
 - Participate in User Acceptance Testing for system updates
 - Participate in user development groups

ABOUT YOU

You are passionate about elections! You get along with everybody and you can relate to a wide array of people. You want to join a close knit team which works hard and plays hard. You know that during election season, you might have to work nights and weekends. Our ideal candidate has:

- A Bachelor's degree in Political Science, Communications, or a directly related field
- At least 3 years of elections administration experience at the federal, state, and/or local level
- At least 1 year of supervisory or management experience
- a Certified Elections/Registration Administrator (CERA) certificate
- Formal process improvement experience (LEAN, Six Sigma, Denver PEAK Academy, etc.)
- Experience gathering, analyzing, manipulating, and presenting data

We recognize everyone's time is valuable, so please do not apply if you do not have the following required minimum qualifications:

Education requirement: Bachelor's degree in a related field

Experience requirement: 3 years of experience acting as an administrator or a full performance level professional within a specialized, functional area

Education/experience equivalency: A combination of appropriate education and experience may be substituted for the minimum education and experience requirements

Licensure and/or certification: Completion of a Career Service Authority supervisory training course prior to completion of the probationary period

ABOUT EVERYTHING ELSE Classification Title: We call this job a Voting Process Administrator. The official job classification title is [Administrator I](#)

Application Timeline: Please apply as soon as you are able as this posting can close without notice

Hiring Salary Range: \$58936 - \$65000/year

Assessments/Testing: This position does not require an assessment.

Pre-employment Screening: An offer of employment is contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the successful completion of a background check. Candidates must pass a criminal background check and other verifications required for the position which may include, but are not limited to, employment and/or education verification, motor vehicle record check, drug test, and/or physical. The existence of a conviction does not automatically disqualify an individual from employment except where federal or state law or regulations prohibit employment of an individual with certain convictions. For more information about the selection and employment screening process, [click here](#).

The City and County of Denver provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, national origin, disability, genetic information, age, or any other status protected under federal, state, and/or local law.

Recruiter: JA

#ZR

RESUMES MAY BE FILED ONLINE AT:
<http://www.denvergov.org/jobs>

EXAM #49450 xxxxx
VOTING PROCESS ADMINISTRATOR
JA

Voting Process Administrator Supplemental Questionnaire

- * 1. Please indicate your highest level of completed education.
 - High school or equivalent
 - Some college
 - Associate's degree
 - Bachelor's degree
 - Master's degree
 - Doctorate
 - None of the above
- * 2. Please indicate the field of study for your highest level of completed education.
 - Political Science
 - Communications
 - Other
 - Not Applicable
- * 3. If you answered "Other" in the previous question, please tell us the field of study for your highest level of completed education. If you did not answer "Other" in the previous question, please answer NA.
- * 4. Please indicate how much full time, professional experience you have in elections administration at the federal, state, and/or local level.
 - I do not have this experience
 - 0 to less than 1 year
 - 1 to less than 2 years
 - 2 to less than 3 years
 - 3 or more years
- * 5. Please describe your full time, professional level experience in elections administration at the federal, state, and/or local level. Please include dates of employment, employer names, and significant achievements. Please do not answer "see resume". If you do not have this experience, please answer NA.
- * 6.

Please indicate how much full time, professional supervisory or management experience you have.

- I do not have this experience
- 0 to less than 1 year
- 1 to less than 2 years
- 2 to less than 3 years
- 3 or more years

* 7. Do you possess a Certified Elections/Registration Administrator certificate?

- Yes
- No

* Required Question