

# The Election Center

national association of election and voter registration officials

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WEBSITE: [www.electioncenter.org](http://www.electioncenter.org) E-MAIL: [services@electioncenter.org](mailto:services@electioncenter.org)

## **ADAMS COUNTY**

Human Resources Department  
450 S. 4th Avenue  
Brighton, CO 80601  
Phone: 303.654.6070  
<http://www.co.adams.co.us>

### **INVITES APPLICATIONS FOR THE POSITION OF: Elections Operations Manager**

**Job Number: 00468**  
**Department: Clerk & Recorder's Office**  
**Job Location: Westminster**

*An Equal Opportunity Employer*

#### **SALARY**

\$52,608.00 /Year

**OPENING DATE:** 08/17/10

**CLOSING DATE:** 08/24/10 04:30 PM

#### **PRIMARY RESPONSIBILITY:**

The Operations Manager plays an integral part in the planning, organization and management of the election process including the preparation of the ballot layout, ballot order, ballot counting, logistical handling of returned paper and provisional ballots, memory cards with voter counts from the DREs and all election tracking forms on Election Day. The position is also responsible for ensuring all applicable Colorado Revised Statutes, Secretary of State Rules and department policies are followed.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Prepare the ballot lay out in both the SCORE voter registration and election management system and the GEMS tabulation system.
- Participate in the envelope and ballot ordering, including the quality control checks of the ballot printing
- Assist with the overall election logistics including process flows, staffing and the return of election materials/forms on Election Night.
- Participate in the logic and accuracy testing of the DREs, Accu Votes and related servers, as well as, post election testing and the Canvass of the Election.
- Oversees the day to day voter registration processing and workflow processes
- Serve as the custodian of election records following laws, rules and policies
- Oversee the Central Count Mail-In Ballot Processing
- Oversee the vote center identification, ensuring proper surveying and ADA compliance
- Participate in the creation of Security and Mail Ballot plans
- Oversee the Mail-In Ballot and Replacement Ballot activities
- Coordinate the creation and proofing of the audio ballots and download into GEMS
- Maintain an organized server room; properly clean and store voter access, DRE supervisor, central administration and memory cards, as well as, create SOVCs and related GEMS reports
- Oversee the post-election scanning and returned mail processes
- Participate in the hiring process of all Election Department staff
- Participates in evaluating staff and writing performance reviews
- Supervise the Election Department staff in the absence of the Administrator
- Provide assistance in other areas of the Elections Office as needed.
- Perform other related duties and responsibilities as required.

## **REQUIREMENTS**

• Experience: Three years work related experience in supervising/managing the election processing environment and/or related election computer experience.

• Education and Training: A four year degree from an accredited university or college in public or business administration, management, political science, or computer processing.

• License or Certificate:

• Background Check: Must pass a criminal (CBI) background check.

• Other: Ability to work extended hours as needed during election cycles. Ability to become deputized.

## **SPECIAL**

## **REQUIREMENTS**

• Ability to lift a minimum of 25 pounds

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.co.adams.co.us>

OR

450 S. 4th Avenue  
Brighton, CO 80601

Job #00468  
ELECTIONS  
OPERATIONS  
MANAGER  
SL

### **Elections Operations Manager Supplemental Questionnaire**

- \* 1. Do you possess three years of work related experience in supervising/managing the election processing environment and/or related election computer experience?
  - Yes
  - No
  
- \* 2. If you selected "yes" to the above question, please explain in full detail where and when you obtained the experience? If you selected "no", please list NA. Do not list "see resume".
  
  
  
  
  
  
  
  
  
  
- \* 3. Do you possess a Bachelor's degree or higher from an accredited university or college in public or business administration, management, political science, or computer processing?
  - Yes
  - No
  
- \* 4. What is your highest level of education?
  - Bachelor's Degree
  - Master's Degree
  - Doctorate
  - None of the Above
  
- \* 5. Please select the area of study in which you possess your degree.
  - Public Administration
  - Business Administration
  - Management
  - Political Science
  - Computer Processing
  - Other Related Field
  - Not Applicable
  
- \* 6. If you selected "Other Related Field", please list the field of study.

- \* 7. It is required to work extended hours as needed during election cycles. Are you able to work the extended hours as necessary?
  - Yes
  - No
- \* 8. Do you possess a valid driver's license?
  - Yes
  - No
- \* 9. Have you previously worked in an Elections Office?
  - Yes
  - No
- \* 10. If you answered "yes" to the above question, please explain in full detail. If you answered "no", please list NA. Do not list "see resume".