



COUNTY OF EL PASO (CO)
invites applications for the position of:
Director of Elections

SALARY: Depends on Qualifications

OPENING DATE: 07/21/17

CLOSING DATE: 08/04/17 05:00 PM

DEPARTMENT: Clerk and Recorder's Office

JOB TYPE: Full-Time

FLSA STATUS: Exempt

PAY BAND: 200, Management Band

JOB NUMBER: 17263

ESSENTIAL JOB FUNCTIONS:

Primarily responsible for managing all functions associated with the operation of the Elections Department. Provides supervision and direction for subordinate staff responsible for enforcing compliance with statutory mandates and directives governing the integrated process to coordinate, prepare, and dispense all primary, general, coordinated, and other specified elections within the county, ensuring unbiased reporting of results, as well as cash management associated with revenues and fees as required by law.

- As a steward of public trust, manages all functions associated with the development and operation of the Elections Department including administration of budget, planning, personnel resources, inventory and capital equipment.
- Assigns, directs and supervises activities of subordinate Elections staff, ensuring enforcement of a myriad of statutory mandates, directives, policies, procedures and standards, appropriate delivery of service to clients and fiscal management of all associated fees.
- Assists and directs subordinates, as necessary, resolving complex problems as non-routine situations arise.
- Works with subordinate supervisors and/or lead personnel and human resource staff to design and implement human resource strategies for the department to ensure accomplishment of goals through effective recruitment, selection, training, performance appraisal, recognition and corrective/ disciplinary action; complies with appropriate regulations and policies.
- Directs subordinate staff in its primary function of enforcing compliance with appropriate statutory regulations.
- Confers and advises personnel and/or clients on requirements associated with compliance.
- Persuades those clients failing to comply to take a particular course of action or to accept

recommendations.

- Instructs personnel in working to resolve complex transactions, utilizing negotiation and problem resolution skills.
- Identifies department's strengths in terms of current client needs and develops strategies to build on those strengths; champions departmental change to adapt to changing economic, political, social or technological conditions; monitors trends which may affect the department and makes program decisions accordingly.
- Acquires and maintains a highly technical level of professional expertise and complex knowledge relating to the election industry and its associated procedures, requirements, regulations and policies.
- Provides expert direction to staff, top management, peers and/or clients about the resource, operational and departmental implications and impact of such technical issues.
- Participates in appropriate groups, associations and committees, often in positions of leadership.
- Manages the annual budgetary process, seeking and incorporating input from subordinate supervisors; justifies draft budget among peers during budget consolidation for the Clerk & Recorder's consideration; ensures tracking of expenditures, compliance with spending targets and reconciliation; pursues additional funding resources as needed.
- Develops and directs the planning process for the department.
- Establishes program/policy objectives and strategies, identifies required resources and develops plans for carrying out the work in a timely manner.
- Monitors and evaluates progress to ensure that programs and policies are being implemented and adjusted as necessary to accomplish the department's mission.
- Interprets, provides or disseminates information, both orally and in writing, regarding statutory changes and/or policy modifications to representatives of business and industry, media, trade and professional associations, and clients.
- Maintains a safe and clean working environment by complying with procedures, rules and regulations.
- Contributes to team effort by helping to achieve departmental goals.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

- U.S. Citizen.
- Sworn as agent of Clerk & Recorder's Office to discharge the duties conveyed by CRS 1-1-110.
- Must be a registered voter in the State of Colorado within thirty (30) days of hire.
- Bachelor's degree in business, communications, political science, or related field preferred.
- Six (6) years of progressively responsible experience in a public contact environment, involving legal interpretation, explanation of policies and/or procedures and supervision of others.
- Additional training in financial, business, and/or personnel management practices required.
- Ability to establish and maintain constructive and cooperative interpersonal relationships with staff, top management, peers, clients and others to accomplish the department's mission.
- Ability to adapt approach to different people and situations; expresses self, facts, and ideas in a concise, intelligible, and professional manner.
- Ability to manage confrontations, disagreements, complaints, and grievances and resolve them in a positive and constructive manner; ability to encourage staff to take innovative

approaches to problem solving.

- Ability to identify and solve critical and sensitive problems involving the department; make sound and well informed decisions; perceive the impact and implications of decisions; and commit to and take action, even in uncertain situations, in order to accomplish departmental goals.
- Ability to set both professional and personal goals and manage time efficiently.
- Ability to take initiative in implementing ideas, programs, systems or policies that have an impact on the department and may affect other groups and/or clients.
- Ability to encourage feedback, invest in self development and remain open to change and new information; effectively deal with pressure and ambiguity.
- Ability to initiate and sustain action to accomplish departmental goals by guiding, challenging and motivating others and gaining the confidence and active support of subordinates, peers, clients and/or others.
- Ability to achieve voluntary commitment to shared values and goals and adapt leadership style to different situations.
- Ability to promote teamwork at all levels of the department; empower staff by sharing authority; develop lower levels of leadership; share rewards with staff; ensure staff are properly selected, utilized, appraised, developed, and treated fairly; exhibit personal integrity and promotes ethical conduct of employees.
- Ability to further awareness of diversity as a business strategy for the department and ensures the recruitment, development and retention of a diverse workforce; build a culture that promotes teamwork, acceptance and productivity among persons exhibiting cultural, ethnic, gender, and other individual differences.
- Ability to use automation and information technology to improve departmental performance; integrate new technology and develop strategies to manage and improve program effectiveness.
- Ability to understand the impact of technological changes on the department and implement training plans and priorities and ensure that staff is provided with the opportunity to acquire appropriate skills.
- An equivalent combination of related education and experience may be substituted for the education and experience requirements above.
- Must pass conditional post offer drug screen, background investigation and motor vehicle check.

LICENSES/CERTIFICATES:

- Must possess and maintain a valid Colorado Driver's license.
- Must possess a Colorado State certification as an Elections Professional or have the ability to obtain within one (1) year of employment.
- Must possess a National certification as an Elections Professional or have the ability to obtain within three (3) years of employment.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.

APPLICATIONS MUST BE FILED ONLINE. For inquiries please call: 719-520-7401.

Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.** Any new

employee and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603).

EL PASO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

WORK CONDITIONS:

Duties are performed primarily in an office environment; some travel may be required.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.

APPLICATIONS MAY BE FILED ONLINE.

For inquiries, call 719-520-7401. Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.** Any new employee and re-hires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603).
EL PASO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.
