

DOUGLAS COUNTY GOVERNMENT (CO)
invites applications for the position of:



Communications Project Manager

An Equal Opportunity Employer

SALARY: \$4,699.00 - \$5,416.00 Monthly

OPENING DATE: 10/05/18

CLOSING DATE: 10/19/18 05:00 PM

DESCRIPTION:

The Communications Project Manager is responsible for developing, coordinating, and implementing internal communications initiatives in support of the Douglas County Clerk and Recorder's Office (Administration, Driver License, Elections, Motor Vehicle, and Recording Divisions). This position is responsible for voter education and outreach activities, including voter registration drives, event coordination, and personal representation of the Clerk's Office to the public.

In close collaboration with the Douglas County's Public Affairs Department, will ensure the development, coordination, and execution of external communications materials for the Clerk's Office including web pages, social media, press releases, traditional media content, and media responsiveness. Elections Division responsibilities are prioritized over other duties during election cycles, which may increase or decrease dramatically depending on the Elections cycles.

The Communications Project Manager serves as a communications liaison and resource to the Clerk and Recorder employees, Elected Officials, and individuals at all levels of Douglas County Government and coordinating entities.

The ideal candidate is an excellent writer and editor with diverse communications and content management experience who can work independently, collaborate effectively, and implement strategic communications initiatives. Must be able to represent the Office with professionalism and poise.

EXAMPLES OF DUTIES:

The following examples are illustrative only and are not intended to be all inclusive:

ELECTIONS DIVISION

- Manages the following voter education and outreach processes, including training and oversight of Division staff and Election Judges that serve as liaisons for these programs:
 - Voter Registration Drives
 - Health Care Facilities
 - School registrar program
 - High School outreach program
- Coordinates Clerk and Recorder staff presence at various voter outreach events. May represent the Clerk and Recorder Office at public and private events.
- Performs the duties of a Watcher/Observer liaison and oversees this process, including checking eligibility, coordinating visits, and managing activities at election headquarters and Voter Service and Polling Centers.

CLERK AND RECORDER'S OFFICE (ALL DIVISIONS)

- Primary responsibility for the development, coordination, and implementation of internal communications initiatives and content, such as newsletters, policies and procedures, and SOPs. Responsible for the cyclical updates of such materials.
- In close collaboration with Douglas County's Public Affairs Office, will develop, coordinate and execute external communication materials, such as press releases and voter outreach materials.
- Writes, edits, and proofs content for clarity, style, accuracy, and tone in alignment with applicable laws and regulations, and the Vision, Mission, Core Values, business services, and strategic plans of the Clerk's Office.
- Coordinate and manage facility tours, such as Elections facilities.
- Assists the Clerk and Recorder and deputies to respond to requests received under the Colorado Open Records Act (CORA); coordinates with the County Manager and County Attorney's Offices to ensure responses and information provided are completed in accordance with state law.
- Manages the content review process for special communications projects.
- Acts as liaison to Douglas County Public Affairs staff.
- Represents the Clerk's Office across County and State on relevant working groups.
- Serves as a resource to internal staff to assist with information outreach and communication needs.
- Lives out the Vision, Mission, and Core Values of the Clerk and Recorder's Office, maintaining a supportive environment conducive to teamwork.

OTHER DUTIES:

- Performs other duties as assigned.
- Responsible for maintaining database of key contacts and elected officials.
- May be asked to represent Clerk and Recorder in community functions.
- Manage and coordinate tours of the Clerk and Recorder's Office Divisions.

SUPERVISION RECEIVED:

- Reports to the Chief Deputy Clerk and Recorder. Deputy of Elections directs work and provides consultative supervision of work performed in Elections Division.
- Must be able to work independently with minimal supervision, represent the Office, Clerk, and Chief Deputy as assigned, and understand when situations should be advanced to a higher level of authority.

SUPERVISORY RESPONSIBILITIES: This position does not have direct supervision responsibilities. May help guide the work of temporary support staff and Election Judge teams during election cycles.

INDEPENDENT JUDGMENT:

- Decisions are guided by governing statutes and rules, department/division policies, and operating procedures under direction of supervisor.

Must be able to receive feedback within the context of the expected deliverable and recognize the value of role on a multi-layered team of leaders.

MINIMUM QUALIFICATIONS:

EDUCATION and/or EXPERIENCE:

- A Bachelor's Degree in Communications or related field; and
- A minimum of five years progressively responsible experience in internal and/or external communications field.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Acquires and maintains a working knowledge of relevant laws, Secretary of State Rules, regulations, policies, standards and procedures relating to the election process. Thorough knowledge of grammar and English-language rules; well-versed in Associated Press style. Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

SKILLS:

- Excellent writer and editor. Experience in writing across mediums (speechwriting, print, web, social media) and for both internal and external audiences, in support of a strategic communications plan.
- Proficient in WordPress, Photoshop, Adobe InDesign, or comparable programs strongly preferred.
- Working knowledge of social media including Facebook, Twitter, YouTube, Vimeo, and Nextdoor, for integration within a communications strategy.
- Proficient skill level in Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint; proficiency in Visio and SharePoint preferred.
- General knowledge of event planning such as scheduling, staffing, set-up and take-down, creating visually-appealing booths, and audio/visual use.

ABILITIES:

- A strong attention to detail and the ability to work under tight deadlines.
- Maintain confidentiality of information consistent with applicable federal, state and county laws, rules, and regulations.
- Manage multiple activities concurrently.
- Work effectively, both independently and in a team environment.
- Demonstrated experience establishing and managing key relationships.
- Ability to create, evaluate, and improve business processes.
- Excellent analytical, reasoning, and troubleshooting skills.

CERTIFICATIONS, LICENSES, & REGISTRATIONS:

- Must have and maintain a valid Colorado Driver's License or ability to obtain one within 90 days.
- US citizenship required.
- Sworn as an agent of the Douglas County Clerk and Recorder's Office to discharge duties conveyed by CRS 1-1-110; registered to vote in Colorado.
- Must obtain Secretary of State Election Certification within 1 year from date of hire and maintain certification.

The ability to successfully complete pre-employment screening including but not limited to: reference checks, criminal background (including fingerprinting through a national database), motor vehicle record check and drug screen is required.

SUPPLEMENTAL INFORMATION:

WORK ENVIRONMENT:

- Work is generally performed in an office environment and the employee is regularly required to sit and operate office equipment.
- May require occasional travel to other locations during the course and scope of duties; May require overnight stay infrequently.
- Subject to blackout periods for planned time off lasting up to three months at a time. Typically, this timeframe may begin 60 days prior to Election Day and may end 30 days past Election Day. Additional blackout periods may be identified with little notice based on workload and operational need.

- Extended work hours may be required to include evenings, weekends and holidays to complete duties and responsibilities.
- May require lifting of up to 25 pounds.

In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.douglas.co.us>

Job #3459P 10/05/2018
COMMUNICATIONS PROJECT MANAGER
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OUR OFFICE IS LOCATED AT:
100 Third Street
Castle Rock, CO 80104
303-660-7427
hr@douglas.co.us

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Communications Project Manager Supplemental Questionnaire

- * 1. How many years of progressively responsible experience in internal and/or external communications field do you have?
 - Less than 1 year
 - 1-2 years
 - 3-4 years
 - 5 or more years
- * 2. Are you a U.S. Citizen?
 - Yes
 - No
- * 3. Are you registered to vote in Colorado?
 - Yes
 - No
- * 4. Do you have a valid Colorado Driver License or the ability to obtain within 90 days of hire?
 - Yes
 - No
- * 5. Which of the following best describes your highest level of education achieved?
 - Some High School
 - High School or GED
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctoral, Ph. D
 - LL.B./J.D., Law
- * 6. Tell us why you believe you would be the best candidate for this position. Please be specific.

- * 7. Culture is a key focus in the Office of the Clerk and Recorder. It is important that our employees are engaged as well as enjoy their work environment. If you were to create the perfect work environment for yourself, what qualities would it have?

- * 8. Please review the Vision, Mission, and Core Values of the Clerk and Recorder's Office at https://www.douglas.co.us/government/departments/clerk-and-recorder/clerk_vision_mission_values/. Why do you believe you are an excellent fit for this position as a part of this culture?

* Required Question