

Douglas County Clerk and Recorder's Office has initiated a search for a new Elections Operations Manager.

The full job description is provided bellow and applications can be completed at

<https://www.governmentjobs.com/careers/douglasco>.

Feel free to reach out to me with any questions.

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Project Coordinator /Clerk to the Board

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## **DOUGLAS COUNTY GOVERNMENT**

### **JOB TITLE: ELECTIONS OPERATIONS MANAGER**

#### **Salary**

**\$4,623.00 - \$5,778.00 Monthly**

#### **Description**

This position performs a variety of complex supervisory and project management responsibilities. This is a highly technical and supervisory position that, in collaboration with the Elections Manager, plans and conducts all functions associated with the operation of the department including: documentation of policies and procedures; mentoring and support for all subordinate staff; creating and enforcing policies that comply with statutory mandates and directives; participate in the creation and execution of strategic and tactical plans for operating successful elections within the County; provide assistance to other entities participating in a County or conducting their own election; managing election assets; ensuring accurate and unbiased collection and reporting of votes; cash management associated with revenues and fees as required by law. Coordinates with and assists other Clerk & Recorder Divisions as needed.

#### **Examples of Duties**

**(The following examples are illustrative only and are not intended to be all inclusive.)**

General Election Duties 25%

- Understands, interprets, explains, and complies with all election law and Secretary of State rules as they relate to conduct of elections and election related activities, including but not limited to Title 1, 22, 31,32 C.R.S, concerning Colorado Elections, School Board , Municipalities, and Special District

Elections, Colorado Secretary of State Rules, Help America Vote Act 2002 (HAVA), Motor Voter Act 1994, and Uniformed Voters Absentee Voting Act 1986 (UOCAVA).

- Oversees voter registration process to ensure compliance and quality control on all database entries, ensure compliance with state and federal voter registration laws.
- Investigates, interpret, analyze and prepare recommendations in relation to proposals for new programs and services.
- Provides expert direction to staff, peers and/or clients.
- Performs or assists in special studies and project as required or appropriate or necessary for performance of job.
- Reviews applications for office vacancies, identified potential candidates, determines and/or assists in determining interview questions and testing; participates in new hire on-boarding.
- Maintain confidentiality of information consistent with applicable federal, state and county rules and regulations.
- Attend training, conferences, workshops or online courses to obtain or maintain Certified Election Official status, to enhance and maintain knowledge of trends and developments in the field, and to gain knowledge and information to assist with professional development.
- Responds to and offers alternative solutions for problems and complaints from multiple sources, including but not limited to, election judges, officials and the general public.
- Provides project status reports to Manager of Elections.
- Performs other duties as assigned.
- Participates in a variety of State and County election committees, meeting and trainings as required to ensure County and department needs are considered and met; advise management staff and election staff of activities and actions.
- Research and track proposed or pending legislative changes for the current session of the Colorado General Assembly.

#### Personnel Supervision 35%

- Collaborates with Election Manager to create strategic plans, identify budgetary needs and impacts, identify and achieve established goals of the Department.
- Exercises direct supervision of positions, employees (6-8 FT staff; 4-20 Temp staff), operations and activities within the elections front office and Voter Service and Polling Centers (VSPC), coordination of staff schedules, training and development, assigning and reviewing work, participating in interviews and selection process, making recommendations impacting pay status and disciplinary action, evaluating performance and approving time off.
- Responsible for employee training and development, succession planning, mentoring and coaching staff on various professional development areas.
- Participates in conflict resolution.
- Ensures employee compliance with county and Clerk & Recorder policies and procedures.
- Review and revise employee duties and functions as election industry changes.

#### Election Specific Duties 30%

- Review, analyze, and administer state election laws and rules, and federal election laws to provide successful voting experience to staff and public.
- Prepares and maintains Mail Ballot Plans for all elections.

- Creates and maintains election setup in state database (SCORE) for live and testing election environments, and election setup and ballot creation in Everyone Counts for UOCAVA (Uniformed Overseas Citizens Absentee Voting Act) voters.
- Prepares all agenda items for presentation to Board of County Commissioners for Election IGA final approval.
- Key participant in collaborating in successful conduct of Logic and Accuracy Testing, Post-Election Audit, and Board of Canvass for all elections.
- Develops, designs, and creates various tracking forms in use of election processes.
- Oversee, creation and maintenance of various manuals and instructions for staff, election judges, and voter, including Standard Operating Procedures, election judge training manuals, voting instructions,
- Oversees the implementation of early voting and election day statutory requirements including site selection, recruiting, hiring, and training of temporary election staff and election judges.
- Performs election reconciliation for all VSPC locations In-Person voted ballots.
- Prepares, organized and identifies resources to facilitate election night returns from VSPC locations after closing of polls.
- Prepares and finalized closing of election, including certification of election and reporting to the Secretary of State.
- Meets all statutory and workflow deadlines in order to successfully complete a multitude of projects in conducting elections.
- Works in collaboration with Elections Manager and members of staff, Clerk & Recorder, and local jurisdictions to provide assistance, management or conduct elections for municipalities, special districts and other agencies, multiple times a year according to the various Colorado Revised Statutes governing these elections.
- Responds to or delegates requests for election reports in a timely manner and ensures all reports are generated and provided to participating political parties during the election.

### **Minimum Qualifications**

#### **EDUCATION and/or EXPERIENCE :**

- Bachelor's Degree or higher in Public Administration, Business Management or similar field.
- 5 years management/supervision experience;
- Prefer two or more years of experience in the conduct of Colorado elections preferred, or 4 years' Elections management experience, OR
- A combinations of related experience and education.
- Ability to meet continuing education requirements set by the state and the Douglas County Clerk & Recorder's Office.

#### **LANGUAGE SKILLS:**

- Must be able to communicate effectively in both oral and written form, as well as fluently speak, read and write English.
- Recognizes and used correct English grammar, punctuation, and spelling, produces written information that is appropriate for the intended audience.

- Ability to effectively present ideas and information in a one-on-one and small to medium groups situations.

#### **REASONING ABILITY:**

- Ability to apply common sense understanding to interpret and carry out a variety of instructions in written, verbal, or diagram form.
- Ability to manage and perform a variety of duties, often changing from one task to another of a different nature, without loss of efficiency or composure.
- Ability to make generalizations, judgments, or decisions based on available information.
- Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

#### **OTHER SKILLS AND ABILITIES:**

- Ability to adapt to rapidly changing circumstances.
- Excellent analytical, reasoning and troubleshooting abilities.
- Ability to work effectively both independently and in a team environment is required and utilize initiative to direct own and others activities.
- Ability to manage multiple activities concurrently, allocating time to each according to prioritization is required.
- Ability to add, subtracts, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Proficient skill levels in Microsoft 2010 Outlook, Word, Excel, and PowerPoint.
- Competencies in creating, evaluating, and improving business processes.
- Documented experience with supervisory principles and practices.
- Practice and promote teamwork at all levels.
- Must be able to demonstrate the ability to clearly express complex thoughts and ideas both verbally and in writing.
- Must possess excellent interpersonal communication skills; ability to establish effective working relationships with other internal and external stakeholders from both the public and private sector.
- Acquires and maintains a highly technical level of professional expertise and knowledge relating to the complex election industry. Provides expert direction to staff, peers and/or clients and participates in appropriate groups, associations and committees.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have and maintain a valid Class "C" Colorado Driver's License and complying Colorado Insurance.
- US citizenship required.
- Registered Voter of Colorado.
- Sworn as an agent of The Douglas County Clerk and Records Office to discharge duties conveyed by CRS 1-1-110; registered to vote in Colorado.
- Must pass state and/or national criminal background check annually.
- Must pass fingerprinting test.
- Must pass and maintain Criminal Justice Information System testing and certification

- Must obtain Secretary of State Election Certification within 1 year from date of hire and maintain certification.

### **Supplemental Information**

#### **SUPERVISION RECEIVED:**

- This position receives limited supervision with periodic review of job performance.

#### **SUPERVISORY RESPONSIBILITIES:**

- Exercises direct supervision, mentoring, and training over Election Department staff.
- Practices and promotes teamwork at all levels;
- Empowers staff by sharing authority and responsibility; develops lower levels of leadership; shares rewards with staff; ensures staff are properly selected utilized, appraised, developed and treated fairly.
- Ensure every area of the election process is documented and has adequate redundancy and/or cross trained staff.
- This position assists with the direction and oversight of election judges and temporary staff.

#### **CONSEQUENCE OF ERROR:**

- Errors in judgment or failure to achieve results could have a serious consequence and negatively affect the function of the division, produce negative public perceptions, result in budgetary overrun, flawed decision making by Douglas County, local government entities, reduction of services.
- Additional consequences may include non-compliance with Election law and litigation.

#### **INDEPENDENT JUDGMENT:**

- This position requires a working knowledge of election processes and office procedures.
- Identify opportunities for process and/or productivity improvements and designs and implements changes.
- Effectively utilize resources (reports, policies, experience, and job knowledge) to draw logical conclusions to problems.
- Decisions are guided by governing statutes and rules, department/division policies, and operating procedures under direction of the Elections Manager.
- Due to experience based knowledge and comprehensive understanding of the electionsthis position has significant latitude for decision making and may exercise this authority in absence of the Elections Manager.
- Using workload indicators determine and set work schedules for staff.

#### **CONTACTS:**

- Continuous direct contact with managers, supervisors, other employees and departments
- State, County, Municipal & Special District Elected Officials
- Political Party Chairpersons
- Election Managers/Supervisors in other counties
- Candidates for Elected Offices
- Secretary of State's office, Department of Local Affairs office and Special Districts representatives

- Vendor contacts
- General public

#### **PHYSICAL DEMANDS:**

- Required to stand, walk, sit, talk, hear, and drive.
- Specific vision abilities required by this job include vision and the ability to adjust focus.
- Occasional heavy lifting 35 pounds or more.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK ENVIRONMENT:**

- Work is generally performed in an office or warehouse environment, and occasionally travel to other office locations during the course and scope of duties.
- Occasionally may be asked to drive a variety of types and sizes of vehicles.
- Subject of 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. Election Manager and/or County Clerk and Recorder, based on workloads and demands, may identify additional blackout periods with little notice.
- Extended work hours required to include evenings, weekends and holidays to complete duties and responsibilities.
- Must be available 24/7 via mobile device and email to conduct business during and after normal scheduled hours of operations, and respond to after-hours office emergencies as they arise.

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.