

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

The full job description and applications can be found at <https://www.governmentjobs.com/careers/douglasco>.

The salary range is \$4,623.00 - \$5,778.00 Monthly

Feel free to reach out to me with any questions.

Emily Wrenn

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Elections Operations Manager

Salary

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

Location

Castle Rock, CO

Job Type

Full-Time Regular

Department

Clerk & Recorder

Job Number

5618M 05/25/18

Closing

6/24/2018 5:00 PM Mountain

Description

The Elections Operations Manager plans and conducts all functions associated with the operations of the Elections Division of the Clerk and Recorder's Office in collaboration with the Deputy of Elections, including: oversight of responsibilities within the elections office and Voter Service and Polling Centers, coaching and

supervision of staff; creation and enforcement of policies, procedures, and state and federal statutes and regulations ; creation and execution of strategic and tactical plans for operating successful elections; coordination of election functions with entities participating in a County election or conducting their own election; managing election assets; and. 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.)

- Supervises office/operations employees and temporary staff including coordination of schedules, assigning and reviewing work, performance evaluation, and professional development.
- Facilitates and/or participates in hiring and onboarding employees; succession planning.
- Manages staff and oversees responsibilities within elections front office and Voter Service and Polling Centers in coordination with the Lead Elections Specialist to ensure compliance with office policies and procedures, County policy, state statute, and federal regulation.
- Mapping and addressing
- Voter registration
- Election Judge program
- Data entry
- Mail ballot processing
- Customer service
- Voter outreach
- Election coordination
- Communications and documentation
- Records requests
- Collaborates with Deputy of Elections to create strategic plans, manage budget, problem solve, and achieve established goals of the Division and of the Clerk and Recorder's Office.
- Assists in Logic and Accuracy Testing, Risk Limiting Audit, and Board of Canvass.
- Coordinates and assists with the conduct of elections for municipalities, special districts, and other agencies.
- Administers state election laws and rules, and federal election laws to provide successful voting experience to public.
- Oversees quality assurance measures to ensure processes and procedures are tested to evaluate for potential improvement and accuracy. Manages continuous improvement initiatives.
- Lives out the Vision, Mission, and Core Values of the Clerk and Recorder's Office, maintaining a supportive environment conducive to teamwork.
- Participates in relevant working groups/committees as a subject matter expert for Elections Division across County and State
- Researches and tracks proposed or pending legislative changes for the current session of the Colorado General Assembly.

OTHER DUTIES:

- Performs other duties as assigned.
- Will assist Deputy or Clerk as required. Will provide support across Divisions as business needs arise. Cross-train as needed to support Continuity of Operations Plan (COOP).

Minimum Qualifications

EDUCATION and/or EXPERIENCE:

- Bachelor's Degree in Public Administration, Political Science, Business Management, or similar field preferred;
- 3 years management/supervision experience; and
- 2 or more years of experience in the conduct of Colorado elections preferred, or 4 years elections management experience, OR
- A combination of related experience and education.
- Ability to meet continuing education requirements set by the state and the Douglas County Clerk & Recorder's Office.
- Ability to meet technical training requirements due to legislation and market demand.

KNOWLEDGE, SKILLS, and ABILITIES:

- Advanced knowledge of relevant laws, regulations, policies, standards, and elections operations procedures 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).
- Ability to maintain confidentiality of information consistent with applicable federal, state and county rules and regulations.
- Ability to establish, maintain and foster positive and harmonious working relationships.
- Ability to work effectively both independently and in a team environment and utilize initiative to direct own and others' activities.
- Ability to manage multiple activities concurrently, allocating time to each according to prioritization.
- Ability to communicate effectively in both oral and written form, as well as fluently speak, read, and write English.
- Ability to create, evaluate, and improve business processes.
- Proficient skill level in Microsoft 2010 Outlook, Word, Excel, and PowerPoint; Poll Chief experience preferred.
- Proficient math skills.
- Excellent analytical, reasoning, and troubleshooting skills.
- Effectively lead teams in change environment.

- Knowledge of Human Resource principles, County and Division policies and procedures.

Supplemental Information

SUPERVISION RECEIVED:

The Operations Manager must be able to work independently, with minimal supervision and know and understand when situations should be advanced to a higher level of authority.

SUPERVISORY RESPONSIBILITIES:

- Exercises direct supervision, coaching, and training over Election Division.
- 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:

- Identifies opportunities for process and/or productivity improvements and designs and implements changes.
- Effectively utilizes resources to draw logical conclusions to problems.
- Decisions are guided by governing statutes and rules, department/division policies, and operating procedures under direction of the Deputy of Elections, Chief Deputy, and Clerk and Recorder.
- Using workload indicators, determines and sets work schedules for staff.

CONTACTS:

- Frequent direct contact with deputies, managers, employees, and departments
- State, County, Municipal and Special District Elected Officials and representatives
- Political Party Chairpersons and representatives
- Election Deputies/Managers in other counties
- Candidates for Elected Offices

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have and maintain a valid 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 Recorder's 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.

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. Deputy of Elections, Chief Deputy, and/or Clerk and Recorder, based on workloads and operational need, 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.