



**COUNTY OF EL PASO (CO)**  
invites applications for the position of:  
**Election Manager**

**SALARY:** Depends on Qualifications

**OPENING DATE:** 04/14/19

**CLOSING DATE:** Continuous

**DEPARTMENT:** Clerk and Recorder's Office

**JOB TYPE:** Full-Time

**FLSA STATUS:** Exempt

**PAY BAND:** 200, Management Band

**JOB NUMBER:** 19035

**ESSENTIAL JOB FUNCTIONS:**

**\*\*\*REPOST\*\*\***

**\*\*\*\$62,000 Annual / Depends on Qualifications\*\*\***

As a representative of the designated election official for the county and a steward of public trust, responsible for assisting the Director of Elections in managing all functions associated with the operation of the department including support 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.

- Under the direction of the Director of Elections, assigns, directs, and supervises activities of Election staff, ensuring enforcement of a myriad of statutory mandates, directives, policies, procedures, and standards to include daily SCORE (state wide voter registration database) usage and customer service activities. Monitors call volume to ensure customer needs are being met.
- Assists and advises subordinates, as necessary, resolving complex problems as non-routine situations arise. Guides personnel to resolve complex transactions, utilizing negotiation, and problem resolution skills. Supports personnel in its primary function of enforcing compliance with appropriate statutory regulations.
- Supervises the daily activities of subordinate personnel, including training, scheduling of employee shifts, staff meetings, and recommendations for counseling and/or disciplinary action.
- Participates in the interviewing process for Election staff. As directed, generates and conducts performance appraisals and participates in recommendations for salary increases and/or promotions.
- Serves as the primary SCORE help desk contact and liaison for SCORE usage; participates in SCORE user acceptance testing.
- Serves as primary department contact for Address Confidentiality Program (ACP)/Confidential voters.
- Provides coordination for designated election officials during local jurisdiction election cycles; supervises petition process.
- Oversees tabulation and duplication responsibilities and the development of the security and mail ballot plans.

- Serves as liaison for Uniformed and Overseas Citizens Absentee Voting (UOCAVA) voters; administers UOCAVA voter registrations, ballot delivery program, and emergency voting.
- 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 findings and/or recommendations.
- Participates in the budgeting and planning processes for the Election Department.
- Works with the Director of Elections to establish program objectives and strategies for the department; identifies required resources and develops plans for carrying out 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.
- Acquires and maintains a highly technical level of professional expertise and complex knowledge relating to the election industry.
- Provides expert direction to staff, peers, and/or clients and participates in appropriate groups, associations, and committees.
- Interprets, provides, or disseminates information, both verbally and in writing, regarding statutory changes and/or policy modifications to representatives of business and industry, trade and professional associations, and clients.
- Contributes to team effort by helping to achieve departmental goals.
- Performs other duties as required.

**QUALIFICATIONS:**

- U.S. Citizen; registered to vote in Colorado; sworn as agent of Clerk & Recorder's Office to discharge the duties conveyed by statute.
- High school diploma or equivalent education required. Bachelor's degree in business, communications, political science, or related field preferred.
- Five (5) years of progressively responsible experience in a public contact environment, involving explanation of policies and/or procedures and supervision of others.
- Additional training in financial, business, project management, logistics, and/or personnel management practices preferred.
- Must be honest, truthful, trustworthy, and possess a high degree of personal integrity.
- Ability to establish and maintain effective working relationships with staff, leadership, clients, and the general public to accomplish the department's mission.
- Ability to exercise tact and courtesy in frequent contact with employees, outside agencies, and the general public.
- 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 objectively review and evaluate the performance of others.
- Ability to commit and take action, even in uncertain situations, making sound and timely decisions necessary to carry out programs, ideas, systems, or policies in order to accomplish departmental goals. Ability to set goals and manage time efficiently. Takes initiative in developing ideas, programs, systems, or policies that have an impact on a wide range of activities.
- Ability to promote teamwork at all levels of the department and to guide others to accomplish goals.
- Ability to use automation and information technology to improve mission accomplishment and departmental performance.
- Must pass conditional post offer background investigation, motor vehicle record check, and drug screen.

**LICENSES/CERTIFICATES:**

- Must possess and maintain a valid Colorado Driver's License.
- Must possess a Colorado State Election Certification or have the ability to obtain within two (2) years of employment.
- Ability to complete Certified Elections Registration Administrator (CERA) certification.

**WORK CONDITIONS:**

Duties are primarily performed in an office environment; some travel 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 MUST BE FILED ONLINE AT: <http://www.elpasoco.com> 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**

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### **Election Manager Supplemental Questionnaire**

- \* 1. Do you have a high school diploma or equivalent education?  
 Yes  No
  
- \* 2. Do you have a Bachelor's degree in business, communications, political science, or related field?  
 Yes  No
  
- \* 3. Do you have five (5) years of progressively responsible experience in a public contact environment, involving explanation of policies and/or procedures and supervision of others?  
 Yes  No
  
- \* 4. Do you have a valid Colorado Driver's License?  
 Yes  No
  
- \* Required Question