



JEFFERSON COUNTY (CO)
invites applications for the position of:
Elections Director

An Equal Opportunity Employer

SALARY: \$90,000.00 - \$100,000.00 Annually

OPENING DATE: 01/16/19

CLOSING DATE: 01/30/19 11:59 PM

DIVISION: Elections

DEPARTMENT: Clerk & Recorder

APPLY ONLINE: Jeffco.us/Jobs

PURPOSE:

Are you seeking more than a paycheck? Do you want to serve your community in a way that's friendly, composed, and professional?

At Jeffco, we are looking for customer-focused individuals just like you who take pride in their work, have an eye for detail, and believe in a positive attitude. Whether you are coming from a job where travel is mandatory, or leaving a company with an overwhelming schedule, you can find a better quality of life working with the Jeffco community. We offer exciting benefits such as flex time, generous holiday schedules, and regular business hours so you can stay put, spend more time with family, and enjoy all the amenities Jefferson County has to offer!

The Jefferson County Clerk and Recorder's office is one of the most public-facing offices in all of Colorado's government, affecting almost every person in our 600,000-person county. The office oversees elections in one of the top swing counties in the country; runs the county's DMV functions, directly interfacing with hundreds of thousands of people every year; and carries out many other important administrative tasks, including issuing marriage licenses and recording public documents.

Jefferson County is one of the largest counties in Colorado and is located just west of Denver in the foothills of the Rocky Mountains. The County building is located in Golden, home to the Coors Brewing Company, the National Renewable Energy Laboratory, and the Colorado School of Mines. It is a 20-minute drive or 35-minute train ride from downtown Denver.

ESSENTIAL DUTIES:

The Elections Director leads the division responsible for planning, organizing, and executing the federal, state, and local elections in one of the top swing counties in the country. With limited supervision, the Elections Director performs high-level technical and administrative activities, responsible both for setting the division's strategy and ensuring flawless day-to-day operations. The Elections Director also liaises with internal and external stakeholders, fostering collaboration from across the political spectrum for all of the division's activities.

The ideal candidate will be a values-driven professional with a desire to set the bar for great

election administration. He or she must be innovative and data-driven, must be relentlessly detail-oriented, and must come to work every day thinking about how to defend the integrity of our elections and make the democratic process even more accessible to the people of Jefferson County. The candidate must also have the proven ability to move between diverse tasks with ease, and must thrive in a high-stress, high-scrutiny environment.

Specific duties may include:

- Leading project management for the administration of federal, state, coordinated, recall, and special elections for Jefferson County.
- Overseeing administration, development, and maintenance of voter registration.
- Performing managerial duties for full time employees of the division, including performance management, training, and employee relations.
- Coordinating with Public and Government Affairs Director to facilitate voter education and outreach.
- Planning, testing, and scrutinizing to ensure the utmost security of election administration and election data.
- Innovating and collaborating to enable maximum voter participation and accessibility.
- Studying national and state best practices and working to implement them in Jefferson County.
- Participating in the creation and evaluation of all election -related Requests for Proposal.
- Ensuring compliance with applicable election laws, Secretary of State election rules, and county policy through appropriate certification, training, and communication for division staff.
- Participating in state statute and rule-making review with Secretary of State and Colorado County Clerks Association.
- Coordinating, attending, and contributing to meetings on behalf of the division with internal and external stakeholders.
- Collecting election-related data to identify metrics, gain efficiencies, and determine best practices.
- Preparing and administering the division's annual budget.

QUALIFICATIONS:

- Bachelor's Degree or equivalent combination of education and experience.
- Five (5) or more years of elections administration experience; Colorado or other mail voting experience preferred.
- Familiarity with election law and Colorado Secretary of State rules preferred.
- Strong supervisory experience.
- Knowledge of voting systems, ballot counting systems, and voter registration databases.
- Experience working with stakeholders across the political spectrum.
- Excellent written and oral communicator.
- Experience with numbers, data management, and metrics.
- Availability to work much more than 40 hours per week during election time, and to be accessible by phone and email after hours at that time.
- Ability to thrive in a high-pressure, high-scrutiny, public-facing office.

Offer of employment contingent upon criminal history and motor vehicle record check. Requires a valid driver's license; if you are from out of state, you must obtain a valid Colorado driver's license within 30 days of hire date, and you must not have any major violations, nor more than one DUI, DWI, or DWAI conviction in the past three years. Must be registered to vote in Colorado at date of hire.

We may ask the top candidates for contact information (email and phone) for up to five (5) references to help make a hiring decision.

ADDITIONAL INFORMATION:

Please provide a resume and cover letter with your application.

Benefits and Salary: Salary will range from \$90,000 - \$100,000, depending on experience. Additionally, the County offers comprehensive benefits and generous time off that are competitive with the private sector.

Commitment to Diversity: We will consider all qualified applicants without regard to race, color, sex, sexual orientation, gender identity, religion, marital status, age, disability, political affiliation, and national origin.

APPLICATIONS MUST BE FILLED OUT ONLINE AT:

<http://www.jeffco.us/jobs>

Job #2019-042
ELECTIONS DIRECTOR
KD

OUR OFFICE IS LOCATED AT:

100 Jefferson County Parkway, #4530 (303-271-8400)

200 Jefferson County Pkwy (Sheriff - 303-271-5332)

Golden, CO 80419

(303) 271-8400

careertalent@jeffco.us

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