



**CITY AND COUNTY OF BROOMFIELD**  
invites applications for the position of:  
**Elections Manager**

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**SALARY:** \$35.35 - \$52.10 Hourly  
\$73,528.00 - \$108,368.00 Annually

**OPENING DATE:** 02/22/19

**CLOSING DATE:** 03/06/19 05:00 PM

**DESCRIPTION:**

**Selected applicants should prepare for interviews on the following dates. Below is the tentative interview schedule dates these are subject to change:**

**Date: February 28, March 1, March 7 - (Phone screening interviews)**

**Date: March 8, March 11, March 12 - (In-person panel interviews)**

This class consists of complex administrative work in directing, implementing, supervising, planning, organizing, and evaluating the activities and operations of the Elections Division.

Serves as the lead to perform all tasks necessary to conduct elections as set forth by the State Election Code and the Federal Government under the City and County Clerk. The incumbent works in partnership with other employees, departments/divisions, external entities, and the public in delivering effective and innovative services. Provide holistic services to internal and external customers by seeking ways to integrate programs or services provided by other departments, divisions, and external entities.

**ESSENTIAL REQUIRED TASKS/EXAMPLES OF DUTIES:**

(Persons hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City and County of Broomfield retains the right to modify or change the duties or essential tasks and additional functions of the job at any time. Examples of duties are not intended to be all-inclusive or restrictive.)

Maintains confidentiality of information consistent with applicable federal, state and county rules and regulations.

Maintains the election cycle calendar to ensure compliance with all deadlines and job assignments. Manages and coordinate all activities related to elections and awareness of federal, state, and local laws, rules and regulations pertaining to Election Division operations.

**General Duties:**

Under the direction of the Deputy City & County Clerk, the Elections Manager serves as a member of the department's leadership team. Performs professional work in support of the department, its mission, vision, and departmental values. This position plays a key role in the development of strategic vision and the successful attainment of the goals and objectives for the department and the City and County of Broomfield while ensuring quality assurance through the various divisions.

The Elections Manager exemplifies the characteristics required of a collaborative, innovative and resilient work culture and models the appropriate behavior to create and maintain a resilient work culture within the department. The incumbent oversees the management of the department's day-to-day operations. The incumbent assumes the full responsibility of the Elections Division.

Keeps current on Election laws, Secretary of State Rules and the latest trends in public administration principles, practices, procedures and technology. Manages complex projects across the Clerk's department, which may include other city departments, involving issues, programs or operations, and facilitates the associated public review process.

Maintain the election cycle calendar to ensure compliance with all deadlines, assignments, and activities related to even and odd year elections. Assist with ballot design, layout, district and precinct assignments and voter service and polling center assignments. Assist with ballot compilation, inventory, management, security, verification and tabulation. Coordinates testing and auditing of forms and procedures. Manages all branch Voter Service and Polling Centers, including staff training, security procedures, inventory assignment, opening and closing of processes and customer service. Develops and maintain plans, monitors and evaluates project progress and project budget. Coordinates project activities and tasks and directs the activities of team members.

Responsible for developing and maintaining Election Policies and Procedure Manuals and other training materials to ensure compliance with all laws and rules. Develops and maintains election process analysis in order to ensure the organization meets its goals with respect to legal, regulatory, transparency, accountability, financial, effectiveness, and efficiency. Establishes systems that maintain and promote organizational values, periodically update for relevance, and ensure consistency with City values.

Performs all elections operational functions as requested, including equipment testing and maintenance, ballot processing, and advanced tasks such as administration of SCORE software and databases. Tests voting equipment and ballots prior to each election and when new or repaired equipment is received. Maintains voting equipment security. Coordinates and supervises the mail-in and in person voting process. Accepts and processes candidate and committee petition filings Coordinates voting locations and recruits election judges. Recommends and prioritizes improvements to support future growth, changing service level needs, and equipment replacements.

#### **Administrative Duties:**

Directs the development and implementation of goals, objectives, policies, procedures, standards and priorities for efficient and effective operations; recommends and administers policies and procedures.

Conducts research; collects and compiles relevant data supporting recommendations; prepares reports proposing or recommending solutions or action plans; analyzes policies and operating practices and procedures; implements, develops and recommends minor to extensive changes to program policies and procedures; implements or facilitates the implementation of department policies and procedures. Research and track pending election legislation for the current session of Colorado General Assembly; analyze procedural and fiscal impacts of pending bills and convey details to the City and County Clerk. Manage statutory retention of election related records, logs, ballots and results.

Develops and implements new program elements and program modifications as necessary to meet stated goals and objectives. Assists with the City and County Clerk Department's organizational development and policy planning process. Leads cross-departmental groups to address issues or complete projects.

Evaluates the effectiveness of training programs utilized for personnel and election judges. Facilitates the evaluation of business processes, develops and implements systems and procedures, and coordinates with other staff to ensure the proper maintenance of documents and records.

Facilitates and leads staff discussions to achieve understanding and consensus for departmental policies. Ensures that operating policies and procedures are understood and implemented by staff. Analyzes, develops and implements system and program improvements by evaluating present systems and programs, seeking staff input, building consensus and developing and implementing staff training. Recommends necessary changes in organizational structure,

methods, and procedures to maintain safe working conditions, reduce costs, improve efficiencies, and revise priorities for the City and County Clerk's divisions.

Ensures program level activities support and contribute to Department goals and objectives, City Council priorities, and the Broomfield Mission Statement.

Evaluates available resources such as funding, personnel, supplies, equipment, and contract services to determine efficiency and effectiveness in meeting service level requirements. Coordinates performance measurement and benchmarking efforts.

Monitors department goals, work plans and work measures and prepares reports for the City and County Clerk. Monitors and evaluates the efficiency and effectiveness of voter services and procedures; recommends appropriate service and staffing levels. Plans, directs, coordinates, and reviews work plans; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

#### **Budget/Resource Management:**

Participates in the development of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies. Assures that responsibilities are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control.

Prepares or reviews specifications for major purchases, contract services, and professional service agreements. Develops and maintains project plans, monitors and evaluates project progress and project budgets.

#### **Supervision/Development of Subordinates:**

Under the direction of and in partnership with the City & County Clerk and the Deputy City & County Clerk, the incumbent provides supervision, direction, coaching, mentoring and overall development of staff. He/she will participate in the preparation, review and evaluate assigned annual performance reviews and provide coaching and mentoring as appropriate. He/she will work in partnership with Human Resources to design, implement, and sustain training curriculum to ensure that new employees are onboarded appropriately. The incumbent partners with assigned employees to develop workforce and succession plans. He/she issues oral and written guidelines and approves procedures developed by subordinate supervisors. He/She incorporates supervisory training and refresher courses that are ongoing ensuring all employees receive appropriate training. He/she appraises the performance of subordinate supervisors. He/she reviews performance evaluations written by subordinate supervisors and evaluates their recommendations.

The incumbent provides organizational leadership for planning and forming committees and work groups to meet strategic objectives. He/she works directly with managers/supervisors to address accountabilities and modeling of expectations related to work culture. With the City & County Clerk and the Deputy City & County Clerk, the Incumbent will facilitate service and organizational change and supervise employees responsible for implementation. Investigates new trends and specific programs and facilitate testing of new techniques, materials, software and equipment with a focus on innovation and enhancement of the operations of the department. He/she will recommend and facilitate changes in divisional methods and procedures for improved, effective workflow and service to the public.

He/she reviews and analyzes work completed to determine effectiveness in meeting standards, goals, and objectives and assuring conformance to policies and procedures. He/she implements change and develops new projects or activities. He/she maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties. He/she assist subordinate employees in problematic areas. He/she initiates appropriate disciplinary actions based on recommendations of subordinate supervisors for assigned employees.

#### **Public Relations/Communication:**

Provides professional advice on issues to the City and County Clerk, City and County Manager, and City Council; may make presentations to supervisors, boards, commissions, civic groups and

the general public.

May communicate official plans, policies and procedures to staff and the general public. Writes staff reports, agenda memoranda, and articles; prepares presentations.

Maintains liaison with other departments as well as state, local, and other public officials.

Answers letters of inquiry and talks with citizens and businesses; addresses public and civic organizations, which inform the public of policies, procedures and City and County Clerk operations.

Prepares routine and complex/detailed reports, projects, and recommendations (including City Council reports, letters, and memoranda) as requested by the department head. Addresses inquiries and complaints from the public or other City divisions or departments concerning department's programs and activities.

#### **Miscellaneous Duties:**

Operates a personal computer including associated software programs. Operates a motor vehicle in traveling to and from work sites. Evaluates service costs and makes related recommendations. Identifies and recommends improvements in divisional and departmental operations to ensure assigned functions are efficient and cost effective. Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Uses all required safety equipment. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS:**

**Training** – Bachelor's degree from an accredited college or university with major coursework in political science, communications, public administration, business, organizational management or a related field.

**Experience** – At least five years of increasingly responsible leadership experience in Colorado elections administration. Experience must also include experience in administrative services, operations analysis, and strategic analysis.

#### **OR**

Any equivalent combination of training and experience that provides evidence that the applicant possesses the Necessary Applicant Traits and can perform the essential required tasks.

**NECESSARY SPECIAL REQUIREMENTS:** - Must be at least 21 years of age. Must possess and maintain a valid driver's license and safe driving record for continued employment. New hires must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: oral board, reference checks, background checks including local police check and sex-offender registry, driving check through DMV, and fingerprint checks through CBI/FBI. Must obtain the State of Colorado Local Election Officials Certification within two years and comply with the continuing education requirements in order to retain the certification. Yearly CBI background check is required.

#### **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The noise level in the environment is moderate. Work is generally scheduled Monday through Friday. Evenings, weekends, after hours is required. Attendance at City Council meetings is required as well as attendance at all other hearings/meetings that may be requested by the City and County Manager. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to sit, talk or hear, walk. The employee is occasionally required to reach with hands and arms, stand, climb or balance, stoop, kneel, crouch, or crawl. As a result, the worker is exposed to a wide variety of potential safety hazards. Physical demands are described as light (exert up to 20 lbs. of force occasionally and/or up to 10



lbs. of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body). Travel by automobile/pick-up is required to attend professional meetings or to coordinate the division's activities with other City departments and outside agencies. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, peripheral vision, and ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.broomfield.org/jobs>

Position #2019-00090  
ELECTIONS MANAGER  
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OUR OFFICE IS LOCATED AT:  
1 Des Combes Drive  
Broomfield, CO 80020  
303-438-6320  
303-438-6320  
[hr@broomfield.org](mailto:hr@broomfield.org)

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### **Elections Manager Supplemental Questionnaire**

- \* 1. Do you have a valid Colorado driver's license and a safe driving record?  
☐ Yes  
☐ No
- \* 2. Do you possess a Bachelor's degree from an accredited college or university with major coursework in political science, communications, public administration, business, organizational management or a related field?  
☐ Yes  
☐ No
- \* 3. If you said "Yes" to having a bachelor's degree in political science, communications, public administration, business, organizational management or a related field, please explain further. If you said "No" to possessing a minimum of a bachelor's degree, please explain how your experience, in excess of the minimum required for the position, can be substituted for the educational requirement.
- \* 4. Do you have at least five years of increasingly responsible leadership experience in Colorado elections administration. Experience must also include experience in administrative services, operations analysis, and strategic analysis.  
☐ Yes  
☐ No
- \* 5. If you said "Yes" to having at least five years leadership experience in Colorado elections administration to include experience in administrative services, operations analysis, and strategic analysis, please explain further. If you do not have the requisite experience, please show "N/A."
- \* 6. Please indicate Clerk programs where you have work experience.  
☐ Elections  
☐ Recording  
☐ County motor vehicle operations  
☐ City Clerk operations  
☐ None of the above
- \* 7. Please explain the nature of the experience you have with the programs you checked in

the answer above.

- \* 8. Describe your experience in dealing with the Colorado Department of Revenue. Describe the nature of the interactions. What steps have you taken in order to be effective in these interactions? If you have not dealt with the Colorado Department of Revenue, please show "N/A."
- \* 9. What steps have you taken to collaborate and review best practices with other City and/or County Clerks? If you have not worked with other clerks in this manner, please show "N/A."
- \* 10. The local elections in Broomfield are non-partisan. What steps would you take to assure the office is perceived by the public to be non-partisan and actually operated in a non-partisan manner?
- \* 11. 17. Please describe an innovative project you initiated within the past five years to improve efficiency or services within the Clerk's office? How did you measure the success of the program? If you have not initiated innovative projects, please show "N/A."
- \* 12. Please provide information on goals you have set for your department over the past three years. Explain the methodology you used to set the goals and describe the results. If you have not set goals, please show "N/A."
- \* Required Question