



BOULDER COUNTY COLORADO
invites applications for the position of:

Elections Technology Specialist

Boulder County is a forward-thinking community with over 2,000 employees serving the needs of nearly 300,000 residents. From the peaks of the Rocky Mountains to the thriving agricultural lands and urban centers on the plains, Boulder County's 740 square miles include some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our county's leaders and employees have long held a commitment to being stewards of our land, environment and community. From visionary open space, land use and sustainability policies to award-winning wellness and public service programs, our county government helps foster a vibrant, healthy and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service.

SALARY

<u>Monthly</u> \$4,677.00 - \$5,416.67	<u>Annually</u> \$56,124.00 - \$65,000.00
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OPENING DATE: 02/06/19

CLOSING DATE: 02/15/19 11:59 PM

DESCRIPTION:

The Boulder County Clerk and Recorder's Office, Elections Division, has an opening for an **Elections Technology Specialist**. This position will learn and perform a variety of complex, technical, and specialized tasks associated with elections management, and voting systems.

To be successful in this position you must be eager to learn, possess an aptitude for technical information and data analysis, and become comfortable in a high-stakes, team-focused work environment. We seek a person who is process-oriented and motivated to do meaningful work that facilitates the democratic process.

The ideal candidate is self-motivated, enjoys both leading and supporting in a collaborative environment, and possesses excellent written and verbal communication skills. They have the demonstrated ability to use complicated software, perform moderately sophisticated tasks in MS Excel and Access, learn and apply new skills effectively with minimal support, and communicate technical information to nontechnical personnel. Additionally, they demonstrate creativity and innovation through problem-solving. Ability to work effectively under pressure while remaining positive and flexible is also key to success.

This is a **full-time, benefited** position with Boulder County. Work hours are **Monday through Friday** from **8:00 am to 4:30 pm**. This position

requires additional hours; evenings, weekends, and some county holidays as needed during election cycles. This position will work out of Boulder. Under FLSA guidelines this position is **exempt** from overtime.

Hiring salary range: \$56,124 to \$65,000 annually

Classification salary range: \$56,124 to \$80,808 annually

EXAMPLES OF DUTIES

1. Ensure compliance with Colorado statute and rule as well as Clerk and Recorder policies and procedures for areas of responsibility
2. Train and supervise temporary workers, ensuring accuracy and accountability for work completed
3. Instill confidence in temporary staff by demonstrating integrity and approachability.
4. Plan, schedule, and execute election system processes such as: ballot creation, testing, scanning, adjudication, and results reporting
5. Ensure voting system hardware and software components are updated, maintained, tested, and secure
6. Set up, maintain, and support related hardware, software, and network components
7. Create and maintain standard operating procedure (SOP) documents
8. Ensure accurate reconciliation and reporting, using data from various systems
9. Present data to audiences with varying technical backgrounds
10. Act as backup for peers, learning essential technology and procedures in other areas to support critical functions including database management and reporting, and technology support
11. Work with election division to identify and adopt best-in-class practices, procedures, and technology solutions
12. Support and collaborate on special projects outside of the elections cycle, improving processes and systems within the scope of elections
13. Perform additional related work as required
14. May be reassigned during emergency situations

REQUIRED QUALIFICATIONS

PLEASE NOTE: When submitting your application be sure to include all relevant education and experience, as applications are screened based on the qualifications listed in this position announcement. Applications that do not appear to meet minimum qualifications, as outlined below, will not be considered. Resumes are not accepted in lieu of completed applications.

EDUCATION:

- A high school diploma, or equivalent

EXPERIENCE:

- Experience, or a combination of education, experience, and demonstrated aptitude equivalent to: At least six years of professional experience in a technology related capacity as it applies to this position
 - Required experience includes: applying fundamental concepts, practices and procedures related to planning, setup, testing, and troubleshooting of a variety of hardware, software and network components
 - Advanced Excel and intermediate Access skills are required (pivot tables, advanced formulas, relational database creation and management, queries, macros)

Any equivalent combination of education and experience may be considered

CRIMINAL BACKGROUND INVESTIGATION:

- A job offer is contingent on passing a criminal background check

**SUPPLEMENTAL
INFORMATION**

PREFERRED QUALIFICATIONS:

- Preferred skills include highly advanced Microsoft Excel and Access (forms, reports, linked and embedded tables), Visual Basic, C# or other scripting language, TSQL, SQL Server, ArcGIS, SharePoint, public speaking experience, and project management

DRIVER'S LICENSE:

- Ideally, employees will possess a valid driver's license, automobile insurance, and a good driving record
- Reasonable accommodations may be made for candidates that are unable to drive

COVER LETTER:

- Applicants are encouraged to submit a cover letter detailing their interest and describing how their drive, education, and experience qualifies them for the position

Boulder County is a family-friendly workplace dedicated to fostering a diverse, inclusive, and respectful environment for all employees. We prohibit unlawful discrimination against applicants and employees on the basis of race, color, religion, gender, gender identity, national origin, age, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable federal, state, or local law.



An application must be completed for each position. Resumes are not accepted in lieu of application. Applications must be submitted online at www.bouldercounty.org. Please note that all new employees and rehires are required to provide documentary proof of their eligibility for employment. Boulder County is a public employer; therefore all applications are public information.

For deaf and hard of hearing assistance, please call Relay Colorado at 1-800-659-2656.

Boulder County is an Equal Opportunity/Affirmative Action Employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.bouldercounty.org>

Job #2719(PC2)
ELECTIONS TECHNOLOGY SPECIALIST
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ALTERNATIVE FORMAT APPLICATIONS MAY BE ACCEPTED ON A CASE-BY-CASE BASIS. OBTAIN AT:

Boulder County Courthouse Information Desk

1325 Pearl Street

Boulder, CO 80302

303-441-3525

jobs@bouldercounty.org

Elections Technology Specialist Supplemental Questionnaire

- * 1. Please select the education and experience combination that best reflects your qualifications (required):
- A high school diploma, or equivalent, plus at least six years of experience in a technology related capacity
 - An associate's degree in IT, computer science, or related field, plus at least four years of experience in a technology related capacity
 - A bachelor's degree in IT, computer science, or related field, plus at least two years of experience in a technology related capacity

- A master's degree in IT, computer science, or a related field
- None of the above reflect my education and experience

2. If you answered "None of the above," please explain how your education and experience qualifies you for this position.

* Required Question