



**BOULDER COUNTY COLORADO**  
invites applications for the position of:

# **Elections Voter Service & Polling Center Supervisor**

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.

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**SALARY**

Monthly  
\$3,401.00 - \$4,166.67

Annually  
\$40,812.00 - \$50,000.00

**OPENING DATE:** 05/08/19

**CLOSING DATE:** 05/15/19 11:59 PM

**DESCRIPTION:**

The Boulder County Clerk and Recorder's Office provides the best in public service throughout all divisions this office oversees: Motor Vehicle, Recording, and Elections.

We have an outstanding reputation in fulfilling this mission, and we are seeking a **Voter Service & Polling Center Supervisor (VSPC Supervisor)** to join our Elections Team. This position is a great fit for those who enjoy driving the success of a project from beginning to end, working and overseeing large groups of people, and for those who thrive in a fast-paced and rapidly changing environment.

Colorado is a national leader in election administration, and the VSPC Supervisor will be charged with managing one of the cornerstones of Colorado's election model: VSPCs. VSPCs are "one stop-shops" where voters can register to vote, update their voter registration, vote, or request a replacement ballot. This position is instrumental in fulfilling our office's mission of supporting voters with efficient, effective, and positive service.

The VSPC Supervisor will oversee all aspects of VSPCS – including coordinating site designation, set-up and workflow, staffing, and budgeting. Hiring and management is a robust responsibility, and this

position will be charged with extensive management of temporary and seasonal staff during election time (up to 225 temporary employees). This is a perfect opportunity for a highly-organized individual who is excited to create a positive and empowering work culture for those they oversee.

As a member of the Elections Team, this position will also be instrumental in driving our success as a division and will learn about all election administration processes alongside team members. Upholding and demonstrating values that contribute to a positive team environment is a must.

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 will require overtime, nights and weekends during election season.** This often entails working odd hours during election cycles in an exciting and dynamic environment. The Supervisor works out of Boulder, CO. Under FLSA guidelines, this position is **non-exempt**.

**Hiring salary range:** \$40,812 to \$50,000 annually  
**Classification salary range:** \$40,812 to 58,788 annually

## **EXAMPLES OF DUTIES**

1. Develop and improve all processes related to VSPCs – including site location and contract procurement, all aspects of election judge coordination, equipment and supply procurement and deployment, and reconciliation procedures
2. Drive excellence with VSPC operations by thoughtful and strategic planning and by troubleshooting and problem-solving issues as they arise (oftentimes in high-pressure situations)
3. Recruit, hire, train, and manage between 55-225 temporary election judges – all of whom are deployed to sites across Boulder County. Implement a skills assessment program for judges during onboarding to ensure a match between responsibility and capability.
4. Develop, coordinate, and oversee reconciliation procedures for ballots, equipment and supplies in VSPCS
5. Drive compliance with all processes and procedures related to VSPCs according to statute, Secretary of State Rules, and Clerk and Recorder policies and procedures
6. Manage data processing for certain aspects of voter registration to ensure voter lists are up-to-date and accurate
7. Develop, improve, and maintain Standard Operating Procedures (SOPs) to support the division's ability to carry out complex operations with efficiency and accuracy
8. May be reassigned during emergency situations

## **TEAM & ORGANIZATIONAL DUTIES:**

1. Develop capacity to lead within our office, county, and state by attending Boulder County leadership and development classes, the annual Colorado County Clerk Association Conference, and online and in-person Secretary of State classes.
2. Model leadership for all temporary and permanent workers alike – including constructive and empowering communication, commitment to excellence throughout all work, and proactively supporting team-members
3. Leverage project planning skills to organize, implement, carryout and direct the work of special projects
4. Additional duties as required

**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:**

- At least four years of office experience

*Additional related education may count toward required experience.*

**OVERTIME:**

- Applicants must be willing to work long and odd hours during the election season.

**CRIMINAL BACKGROUND CHECK:**

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

**VEHICLE:**

- Employee must have reliable transportation that is readily available for county business (approved mileage will also be reimbursed)

**DRIVER'S LICENSE:**

- Employee must have a valid driver's license

**COVER LETTER:**

- Applicants must submit a cover letter detailing their interest in the position and how their education and experience qualifies them

**SUPPLEMENTAL  
INFORMATION**

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Proficiency in Microsoft Office Suite (Excel, Word, and Outlook)
- Experience in managing complex projects against hard deadlines
- Strong grasp on internal organizational systems, ability to juggle multiple competing priorities at once, and a track-record of prioritizing tasks and managing time efficiently
- Ability to lead a team and experience in doing so – defining expectations, leading by example, identifying course corrections, managing workloads, identifying potential roadblocks and more
- Must possess excellent communication skills and the ability to coordinate with external partners/stakeholders and election judges/team members in a professional, positive manner
- Experience developing and implementing trainings preferred but not required

*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.*



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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](http://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 #2833(AT3)  
ELECTIONS VOTER SERVICE & POLLING CENTER SUPERVISOR  
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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](mailto:jobs@bouldercounty.org)

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### **Elections Voter Service & Polling Center Supervisor Supplemental Questionnaire**

- \* 1. Do you have a high school diploma, or equivalent (required)?  
 Yes    No
  
- \* 2. Do you have at least four years of office experience (required)?  
 Yes    No
  
- \* 3. Do you have reliable transportation that is readily available for county use (required)?  
 Yes    No
  
- \* 4. Have you attached a cover letter to this application (required)?  
 Yes    No
  
- 5. Do you have any additional related education you'd like us to consider?
  
- \* 6. I understand this position will require overtime (nights, weekends) during election seasons.  
 Yes    No
  
- \* Required Question