



BOULDER COUNTY COLORADO
invites applications for the position of:

Assistant Elections Coordinator- Voter Services

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

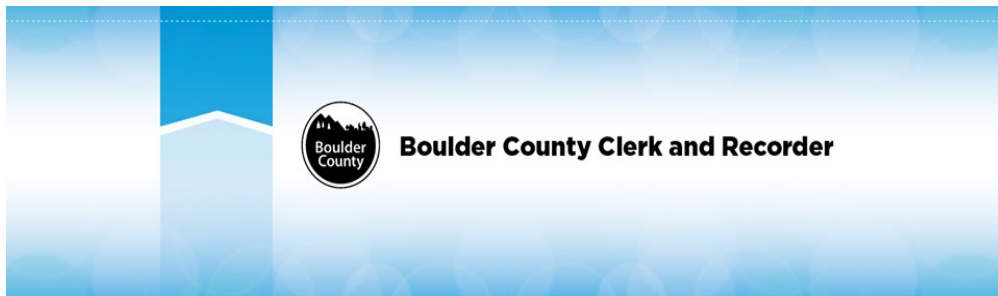
Monthly
 \$3,759.00 - \$5,339.00

Annually
 \$45,108.00 - \$64,068.00

OPENING DATE: 04/22/20

CLOSING DATE: 05/06/20 11:59 PM

DESCRIPTION:



**The Boulder County Clerk and Recorder's Office, Elections Division
 has an opening for an
 Assistant Elections Coordinator - Voter Services**

This position oversees a defined functional area of the Elections Division, and is also instrumental in defining strategy, objectives, and implementation processes for all aspects of the Elections Division. The **Assistant Elections Coordinator-Voter Services** position reports to the Deputy Clerk - Elections Coordinator and is a member of the Elections Leadership Team.

The objective of this position is to empower and supervise the Voter Services Supervisor in coordinating and implementing Voter Service Polling Centers (VSPCs), including site identification, contracting, accessibility, operations, and reconciliation and Election Judge activities, including recruiting, hiring, training, and placement. This position will also coordinate and oversee Ballot Drop-off site planning, including identifying and contracting of new locations as well as accessibility and contingency planning. Additionally, **this position will support and oversee a variety**

of voter service and outreach programs and supervise up to 3 full time staff.

The ideal candidate will have a finesse and passion for making data-driven decisions and will implement a strong data program for Voter Services. We are an "all hands-on deck" team, and this position will be expected to execute any and all tasks to ensure our team meets or exceeds all deliverables.

We are passionate about the work we do for democracy and the residents of Boulder County and we are looking for someone who's equally passionate about this work. We are seeking someone who is fiercely dedicated to building a positive and solutions- oriented work environment and strong relationships with all team members. As a leader in the Elections Division, this position will be expected to emulate behaviors that demonstrate a commitment to all Clerk and Recorder values, including equity and inclusion, alignment, accountability, and integrity.

The ideal candidate must have the ability and desire to serve the public and Boulder County and maintain compliance with election statute and rule. Must be experienced in supervision and motivating and leading employees (full-time and temporary) to success. Other skills include creation and implementation of ideas and processes that are forward thinking; be self-motivated, team oriented and an excellent communicator in both verbal and written form. The ideal candidate is committed to continuous learning (organizational level and self-development) and has project management skills (able to set clear goals, prioritize tasks, manage time efficiently, and effectively work with others for completion). Additionally, must demonstrate ability to supervise and lead teams in providing excellent service and project results within statute driven deadlines.

This **position will require, overtime, nights and weekends during election season** and is **subject to periods of time when vacation scheduling is not allowed (because of the election calendar)**. This position will **work out of the Boulder County Clerk and Recorders Office. The Assistant Elections Coordinator-Voter Services will work 40 hours per week during non-election time.** Under Fair Labor Standards Act (**FLSA**) this position is **non-exempt**.

Hiring Salary Range: \$45,108 - \$56,068 Annually

Classification Salary Range: \$45,108 - \$64,068 Annually

EXAMPLES OF DUTIES

1. Drive compliance throughout all processes within the Elections Division
2. Supervise up to 3 full time staff; conduct regular staff check in meetings, maintain notes, complete performance reviews; assist with hiring and personnel development actions;
3. Coordinate, support, and oversee Voter Service and Polling Center Operations and Ballot Drop Off Services end-to-end
4. Support outreach opportunities with voters and the public – including election judge recruitment, community and high school presentations, and other community engagement opportunities
5. Study and leverage other industry partners and like-industries to bring best-practices to Boulder County
6. Be accountable for excellent service provided to the public

7. Provide planning and implementation support for cross-functional operations related to Ballot Processing, Front Office and Voter Registration services
8. Learn and apply a comprehensive knowledge of SCORE (the election voter registration database)
9. Participate in strategic planning and organizational accountability program
10. Document work in accurate and thorough manner (create and maintain "Standard Operating Procedures" for position) and work plans
11. Manage timecard requirements for self, staff and temporary staff
12. Plan and carry out temporary staff hiring and training with team assistance
13. Establish and maintain effective working relationships with employees, other agencies, party representatives/advocates, VSPC/ballot drop-off locations and the public
14. Represent the Boulder County Clerk and Recorder's Office on Colorado County Clerk's Association Committees relevant to duties
15. Attend trainings, conferences, workshops and lectures as appropriate to develop new skills, enhance and maintain knowledge, complete election certification and stay informed of developments in the field
16. Assist with research and tracking of pending election legislation for the current session of the Colorado General Assembly
17. Perform additional duties, as required.
18. 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:

- High school diploma or equivalent required / Bachelor's Degree desired

EXPERIENCE:

- Five years of experience or combination thereof in areas such as: creating and/or managing complex projects and/or processes, supervising and developing teams, customer/public service, business analysis work, or project management experience

Additional related education may count towards required experience

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- The ideal candidate will also have election management experience
- Must be proficient in Microsoft Office products (Excel, Word, PowerPoint and Outlook) and use of personal computers
- Must be experienced with systems thinking, data planning and analysis, critical thinking and problem solving
- Extreme attention to processes and detail is required
- Must also be comfortable with reading and applying election law statute and rules and seeking out clarification when needed

- Must be comfortable working in a fast paced, changing and deadline driven environment
- Must be willing to work evenings and weekends during election season(s) and is subject to periods of time when vacation scheduling is not allowed (election blackout dates)

DRIVER'S LICENSE:

- Applicants must have a valid driver's license

BACKGROUND CHECK:

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

COVER LETTER:

- All applicants are required to attach a cover letter for this position

SUPPLEMENTAL INFORMATION

PREFERRED KNOWLEDGE, SKILLS, & ABILITIES:

- SCORE (Statewide Colorado Registration and Elections database) experience or voter database experience
- Knowledge of election law and implementation of laws and rules in election processes (preferably a vote by mail model)
- Conducted 3 or more elections

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 #3304(AT4)
ASSISTANT ELECTIONS COORDINATOR-VOTER SERVICES
LM

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

Assistant Elections Coordinator-Voter Services Supplemental Questionnaire

- * 1. Do you have a High School diploma, or equivalent (REQUIRED)?
 Yes No

- * 2. Do you have a Bachelor's Degree (DESIRED)?
 Yes No

- * 3. Do you have (5) five years of experience or combination thereof in areas such as: creating and/or managing complex projects and/or processes, supervising and developing teams, customer/public service, business analysis work, or project management experience (REQUIRED)?
 Yes No

- * 4. Do you have a driver's license (REQUIRED)?
 Yes No

- * 5. Have you attached a cover letter (REQUIRED)?
 Yes No

- * Required Question