Job Bulletin

WORK ENVIRONMENT:

SUPPLEMENTAL INFORMATION:

CERTIFICATIONS, LICENSES, & REGISTRATIONS:

Abilities:

Skills:

EDUCATION and/or EXPERIENCE:

SUPERVISORY RESPONSIBILITIES:

EXAMPLES OF DUTIES:

Development and implementation, and continuous improvement.

Special elections within the county. Responsible for strategic planning, policy/procedure

Continuous

State certification as an Elections Professional required to administer initial election from

Must be a registered voter in the State of Colorado upon hire.

Agencies and organizations.

Act as an official representative of the County in a professional manner with local and state

Build effective teams and to manage performance within a coaching culture.

Ability to establish, maintain and foster positive and harmonious working relationships and

Customer satisfaction.

Satisfaction, developing cooperative associations, and allocating resources to improve work

Establish and maintain effective working relationships with other County employees,

With staff, other government entities, vendors, and the public.

Laws, rules, and regulations.

Evaluation.

Awareness of best practices and procedures within the industry, an office setting, and the

A combination of education and experience may be accepted.

Administration, Management, or related field; Degree in Law applicable.

Official.

Approves the hiring, disciplinary, and pay decisions made by subordinate supervisors.

Realigning work and staffing assignments for the division.

Manner.

Supervises, coaches and mentors professional and support staff in a productive and positive

Authority.

Consequence of error may result in candidates or public programs being incorrectly installed

Activities.

Media, etc. regarding registration and elections issues and activities, including statutes


Assumes responsibility for historical preservation and for maintenance, storage and/or

All election staff to ensure the integrity of all Douglas County elections.

And according to Colorado Revised Statutes and Secretary of State Election Rules for self and

And other related reports containing election findings, conclusions, and recommendations;

Prepares and directs the preparation of clear, accurate and informative statistical, financial

Acts as Subject Matter Expert and consultant for staff, Elected Official, peers and/or clients

Provide information as appropriate to keep media and community informed of legislation,

Leadership staff of activities and actions; maintains an awareness of activities in other

Finance to adhere to annual budget planning model and adoption.

Manages Division budget planning and implementation; monitors operational and personnel

Ensures proper training and oath-taking for all certified election officials, temporary support

Reports as required by County policies and procedures.

Ensures compliance with Colorado Revised Statutes, applicable election laws, Secretary of

Exercises direct and indirect supervision of employees ensuring adherence to established

of the Clerk and Recorder’s Office.

Directs, administers, coordinates the Core Services and functions of the Elections Divisions

Please provide an example of how you would fulfill our Mission if selected as our candidate.

Do you have a valid driver license or the ability to obtain upon hire?

Do you have experience related to the conduct of elections (not campaigns)?

* 4 or more years

* 3 or less years

* 4 or more years

* Some College

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