



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

Annually
\$57,024.00 - \$57,024.00

OPENING DATE: 04/07/20

CLOSING DATE: 04/19/20 11:59 PM

DESCRIPTION:



**Are you passionate about democracy?
Do you enjoy putting your skills to work in the public interest?**

The Boulder County Clerk and Recorder's Office, Elections Division, has an opening for a **Technology Specialist**. *This is a term position for the duration of 2020* which includes both the June 30 Primary Election and the November 3 General Election. This position will learn and perform a variety of complex, technical, and specialized tasks associated related to elections, software/hardware support, and voting systems.

To be successful in this position you must be eager to learn, possess an aptitude for troubleshooting, technical information and documenting process through conversation, implementation and observation. Successful applicants will be 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 actively participating 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 (written and verbal) 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.

Our office is committed to ensuring equity and inclusion for our staff and the voting public.

This is a Term full-time, benefited position with Boulder County. Work hours are Monday through Friday from 8:00am to 4:30pm. *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: \$57, 024

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. Support planning, scheduling, and execution of election system processes such as: VSPC (vote center) equipment testing and setup
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. Present data to audiences with varying technical backgrounds
9. 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
10. Work with election division to identify and adopt best-in-class practices, procedures, and technology solutions
11. Support and collaborate on special projects outside of the elections cycle, improving processes and systems within the scope of elections
12. Perform additional related work as required
13. 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.

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

EDUCATION:

- High school diploma or equivalent

EXPERIENCE:

- 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.

BACKGROUND CHECK:

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

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.

DRIVER'S LICENSE:

- Requires a valid driver's license, automobile insurance, and a good driving record.

**SUPPLEMENTAL
INFORMATION****PREFERRED QUALIFICATIONS:**

- Highly advanced experience with Microsoft Excel and Access (forms, reports, linked and embedded tables), Visual Basic, C# or other scripting language, TSQL, SQL Server, ArcGIS, and SharePoint
- Public speaking experience
- Project management experience

KNOWLEDGE, SKILLS, & ABILITIES:

- Thorough knowledge of supported hardware and software systems. Ability to troubleshoot and solve a variety of technical problems
- Ability to communicate procedures of a technical nature to non-technical personnel both orally and in written form
- Ability to perform a variety of project tasks requiring good communications skills
- Ability to work effectively with other employees

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 #3292(PC2)
ELECTIONS TECHNOLOGY SPECIALIST
DG

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. Do you have high school diploma or equivalent (required)?
 Yes No

- * 2. Do you have at least six years of professional experience in a technology related capacity as it applies to this position or a combination of education, experience, and demonstrated aptitude equivalent to at least six years of professional experience (required)?
 Yes No

- * 3. Do you have a valid driver's license, automobile insurance, and a good driving record (required)?
 Yes No

- * Required Question