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City and County of Denver Careers

Director of Elections - Clerk and Recorder

📍 Downtown Denver

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About Us



About Our Job

Do you have a passion for democracy and working in elections administration? If so, we want to hear from you! The City and County of Denver has an exciting opportunity for an appointed Director of Elections to serve in the Office of the Clerk & Recorder Paul D. López. Join our team of dedicated public servants in supporting residents while upholding public trust and integrity in our elections process.

Denver is the nation's top place to live, work, and play, and we need the best people working for the residents of Denver. People who want to make a difference; people who want to give back; people who want to be at the heart of this city and have a hand in creating our future.

The Denver Office of the Clerk and Recorder serves Denver residents through two primary divisions: Elections and Recording/Public Trustee.

Equity, diversity and inclusion are cornerstones of our values at the City and County of Denver. We celebrate uniqueness and strive to be a world-class city where everyone matters. Join us! Be a part of the city that you love. #WhereDenverWorks

By making more than 11 million records available online and providing electronic recording, the Office of the Clerk and Recorder allows people to do business more efficiently 24 hours a day. It is responsible for managing technology to collect, preserve and disseminate records that reflect and verify ownership, transfer, encumbrance, and foreclosure rights of all real property in the City and County of Denver. It issues and records marriage and domestic partnership licenses; administers records for elections and lobbyist information, has executive authorization to formally execute all contractual agreements with the City, and has executive and legislative authorization to formally implement and publish all policies, ordinances and appointments in the City and County of Denver.

The Elections Division within the Office of the Clerk and Recorder provides comprehensive elections services for the City and County of Denver, including voter records, voter services, ballot operations, technical and logistical support, and election administration. The Denver Elections Division is a national leader and vanguard of elections administration, with a reputation for innovative and voter-centric service.

For more information about our hiring process including ADA resources, assessments and testing, pre-employment, and onboarding, click [here](#). For information about employee benefits, click [here](#).

Denver Elections Division Mission Statement

"To conduct Denver's elections in a fair, accurate, accessible, secure transparent and efficient manner; to educate and encourage the public to participate in voting process; and to maintain accurate voter registration and election records."

Summary

On behalf of the elected Clerk & Recorder, the position of Director of Elections is responsible for the preparation and conduct of all elections held in the City and County of Denver; overseeing all logistics and operations involved in the election process in accordance with federal, state, and local statutes and rules; and advising in the establishment and evaluation of elections policies and procedures.

Essential Duties

- The Director of Elections leads a division comprised of multiple complex and technical departments responsible for the successful conduct of elections in the City and County of Denver with over 500,000 registered voters. The role is primarily strategic, operations, and leadership-focused, requiring experience and expertise in the field of conducting elections, elections policy, leading and managing employees to success.
- Day-to-day responsibilities include executive-level management of an elections organization within the office of an elected Clerk & Recorder, including the planning and development of annual and election-cycle strategic objectives, and leading and guiding election team members in the implementation of processes and best practices to successfully achieve those goals and objectives, over the various phases of the election process.
- Strategically advises and/or represents the organization's positions, initiatives, perspectives, and interests with other agencies and departments, community and business groups, and legislative officials at the request of, or on behalf of the Clerk & Recorder.
- Cultivates, fosters, and maintains positive, professional working relationships with representatives within the office, from various agencies and departments, stakeholders, and community and business groups to gain their cooperation and support to further organizational or operational interests and objectives on behalf of the Clerk & Recorder.
- Provides expert advice, prepares, and provides presentations, on the conduct of elections and elections administration to internal and external stakeholders. Influential contributor for establishing framework and adopting policies for elections best practices.
- As an appointee, the Director of Elections will advise the Clerk & Recorder on all matters regarding the strategic planning, administration and conduct of elections, as well as legislative policies.
- Oversees the development of the division's annual budget; has fiscal oversight responsibilities and exercises efficient fiscal stewardship by authorizing and controlling expenditures within established allocations.
- Maintains external awareness, monitoring conditions, trends, innovations, and practices that may have implications for Denver remaining a national leader in elections administration. Incorporates systems thinking to help lead change that supports continuous improvement.

About You

Our ideal candidate will possess the following preferred qualifications:

- The ideal candidate must have the ability, the desire, and the enthusiasm to serve the public and the City and County of Denver. The ideal candidate is committed and dedicated to public service and innovative in developing solutions to better serve voters.
- Demonstrated experienced in leadership focused management, motivating and empowering employees to success, and being a team-oriented individual.
- Knowledge of the federal and state laws relating to elections, voter rights, and related rules and regulations.
- Demonstrated ability to supervise and lead teams in providing excellent service and project results within statute driven deadlines.
- 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.
- Certification/Training/Experience in Lean methodologies.
- Exceptional project management experience.

We know that your time is valuable. So please do not apply unless you have the following minimum qualifications:

- ***Education Requirement:*** Bachelor's Degree in Political Science, Public Administration, Business Administration, or related field.
- ***Experience Requirement:*** Five years of increasingly responsible business administration or public administration experience, including: three (3) years of management level work experience in the field of elections which must include managing professional level staff; and one (1) year of management experience must include budget and fiscal oversight responsibility, evaluation of business processes, and policy and decision-making experience with planning and organizing multiple programs, projects, operations or functions.
- ***Education/Experience Equivalency:*** A relevant master's degree may substitute for up to one year of the business or public administration experience requirement but may not substitute for managerial experience.

Note - In addition to your resume, your application must include a Cover Letter describing what makes you the ideal candidate for this position. Also a document attached responding to these Supplemental questions.

SUPPLEMENTAL QUESTIONS:

- Explain your experience working to bringing together diverse teams under one shared vision and unified work culture.
- Tell us about your previous experience working within larger organizations/companies. What is your approach to working with upper management colleagues across the organization?
- Explain your experience handling statutory rule
- Explain your experience working on behalf of or in an appointed/elected public office

About Everything Else

Job Profile

EA1766 Executive Manager

To view the full job profile including position specifications, physical demands, and probationary period, click [here](#).

Position Type

Unlimited

Position Salary Range

\$99,649.00 - \$159,438.00

Starting Pay

Based on Education and Experience.

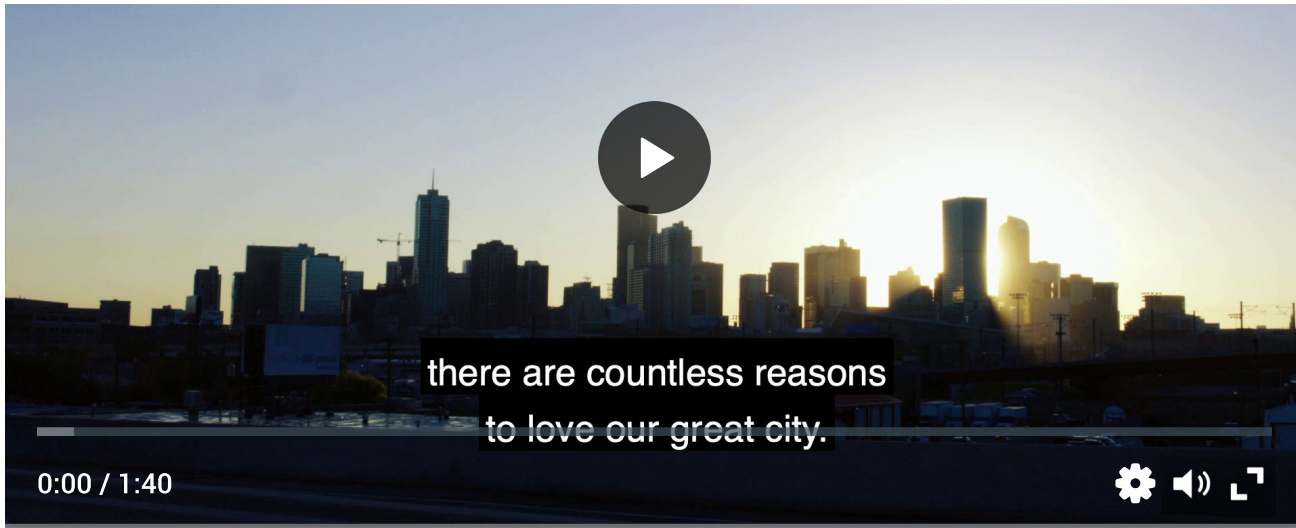
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Clerk & Recorder's Office

The City and County of Denver provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, national origin, disability, genetic information, age, or any other status protected under federal, state, and/or local law.

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