

JEFFERSON COUNTY COLORADO

Clerk and Recorder Elections

Jefferson County Government, CO
Close Date: 05/10/21
Full time-\$87,014.48-\$139,223.15
Category:Executive Management
CR Administration

https://jefferson.wd5.myworkdayjobs.com/en-US/External/job/Golden/Elections-Director_R-1629

Purpose

The Elections Director leads the division responsible for planning, organizing, and executing the federal, state, and local elections in one of the top swing counties in the country. With significant autonomy, the Elections Director performs high-level technical and administrative activities, responsible both for setting the division's strategy and ensuring flawless day-to-day operations, as required in elections. The Elections Director also liaises with internal and external stakeholders, fostering collaboration from across the political spectrum for all the division's activities.

The ideal candidate will be a solutions-driven professional with a desire to set the bar for accessible, efficient, and transparent election administration. This person must be innovative and data-driven, must be relentlessly detail-oriented, and must come to work every day thinking how to further expand the accessibility of our elections, while also ensuring their integrity and security. The candidate must also have the proven ability to move between diverse tasks with ease, and must thrive in a high-stress, high-scrutiny environment.

- Leading project management for the administration of federal, state, coordinated, recall, and special elections for Jefferson County.
- Overseeing administration, development, and maintenance of voter registration.
- Performing managerial duties for full time employees of the division, including performance management, training, and employee relations.
- Planning, testing, and scrutinizing to ensure the utmost security of election administration and election data.
- Innovating and collaborating to enable maximum voter participation and accessibility.
- Studying national and state best practices and working to implement efficiencies using data and metrics.
- Providing accessibility and transparency by answering constituent questions about Jefferson County elections.
- Ensuring compliance with applicable election laws, Secretary of State election rules, and county policy through appropriate certification, training, and communication for division staff.
- Coordinating with Public and Government Affairs Director to facilitate voter education and outreach.
- Participating in state statute and rule-making review with Secretary of State and Colorado County Clerks Association.
- Coordinating, attending, and contributing to meetings on behalf of the division with internal and external stakeholders.

- Preparing and administering the division's annual budget.

QUALIFICATIONS:

Minimum qualifications

- Bachelor's Degree or equivalent combination of education and experience.
- Five (5) or more years of elections administration experience.
- Three (3) or more years of supervisory experience.

Preferred qualifications

- Colorado elections administration experience strongly preferred.
- Familiarity with election law and Colorado Secretary of State rules required.
- Strong supervisory skills.
- Experience working with stakeholders across the political spectrum.
- Excellent written and oral communicator.
- Experience with data analysis and setting KPIs.
- Availability to work much more than 40 hours per week during election time, and to be accessible by phone and email after hours.
- Ability to thrive in a high-pressure, high-scrutiny, public-facing office.

Recruitment Process: You are able to see your status and any communication when you log into your [candidate portal](#). Listed below are the steps in our recruiting process:

- Once the job bulletin has closed, the Talent Acquisition Team evaluates all applications based on the minimum requirements listed in the qualifications section of the job bulletin.
- Next, the Talent Acquisition Team reviews applications for the preferred skills. While these skills are not a requirement for the position, they will contribute to the success of the new hire in this role. These skills are scored and the highest scoring applicants will be forwarded to the next step.
- The next step includes the hiring team reviewing applications and deciding who to contact for a phone screen/interview. The number of applications forwarded for Manager Review depends on the hiring teams request and can range from 10 applications to everyone who meets minimum requirements; not everyone who makes it to Manager Review is guaranteed an interview.
- If the hiring team wishes to speak with you further, they will reach out to you via phone call or email using the contact information listed on your application. You may receive emails asking you to complete a task within your candidate portal and it is important that you are receiving our emails as we do not want you to miss out on an opportunity.

The time frame for contacting applicants depends on the hiring team's schedule/workload and how many applications were referred for manager review. Please note that Jefferson County receives on average over 100 applications per job bulletin.

Thank you for your patience and for your interest in Jefferson County Government! We wish you success through this process. Do not forget to sign up for Job Interest Alerts through your candidate portal to receive email alerts for future positions you are interested in.

Are you seeking more than a paycheck?

Do you want to serve your community in a way that's friendly, composed, and professional? At JeffCo, we are looking for customer-focused individuals just like **YOU** who take pride in their work, have an eye for detail, and believe in a positive attitude. Whether you are coming from a job where travel is mandatory, or leaving a company with an overwhelming schedule, you can find a better quality of life working with the JeffCo community. We offer exciting benefits such as flex time, generous holiday schedules, and regular business hours so you can stay put, spend more time with family, and enjoy all the amenities Jefferson County has to offer!

If you are looking for a great opportunity for your career to take off, then this position welcomes you to work for a County that thrives on working collaboratively and overcoming challenges. We are seeking someone who has a strong work-ethic, is a self-starter, loves what they do and is motivated to share their knowledge and experience with those who they work with.