



Job Description

JOB TITLE: Deputy Director of Elections	GRADE: M04	
DEPARTMENT: Clerk and Recorder's Office	DIVISION: Elections	
JOB CODE: DDELEC	FLSA: Exempt	DATE: 02.25.2019
SUPERVISOR TITLE: Chief Deputy Director SUPERVISES: Manages 2 direct reports		

DUTY STATEMENT	This specification is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned. Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, the ability to work productively and professionally as a member of a team or work group and to interact appropriately with internal and external contacts, are basic requirements of all positions at Arapahoe County.
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GENERAL DESCRIPTION OF JOB:

The Deputy Director of Elections position has direct responsibility for the entire Election Division. This position will direct complex administrative and supervisory work in activities. The Deputy Director of Elections supports the Chief Deputy Director and the Clerk and Recorder with issues concerning all operations of Elections. The following statements are illustrative of the essential function of the job.

DUTIES:

*The following duty statements are **illustrative of the essential functions** of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.*

- Directs the long term strategic operation of the Election Division which may include but is not limited to, legislative tracking, budget development, business process analysis, data analysis, project management, coordination with external and internal stakeholders and overseeing senior management staff.
- Manages, and ensures statutory compliance of all election functions including: voting equipment, voter registration, mailing ballots, and providing access to voter service polling centers.
- Serves as the project manager and primary point of contact for election systems software and hardware vendors.
- Responsible for the evaluations of the Election staff as directed by the Chief Deputy Director and/or Clerk and Recorder.
- Informs the Chief Deputy Director and/or Clerk and Recorder on the status of projects and/or changes within the Division.
- Attends association and professional meetings to enhance and maintain knowledge of trends and developments in elections, as determined necessary by the Chief Deputy Director and/or Clerk and Recorder.
- Responds to inquiries, providing guidance and interpretation regarding application of the organization's policies and procedures.
- Technical expert of election software, business processes, statutes, rules and regulations.
- Voting equipment and election security subject matter expert.
- Responsible for overall timekeeping and leave within the Election Division

DECISION MAKING

- Recommends and develops solutions to issues affecting the Election Division
- Delegate's decision-making responsibility and authority over function(s) or operation(s) to lead as appropriate.
- Manages and resolves difficult problems or customers within the Elections Division.
- Functions collaboratively when making Office decisions as a member of the Leadership team

LEADERSHIP

- Exhibits strong commitment to the highest level of ethical standards, compassion, empowerment, confidence, and innovation.
- Influences the overall direction of the Election Division through collaborative leadership.
- Models the values and ethics of the County and leads by practicing and implementing Align Arapahoe initiatives.
- Acts as point of contact with various internal and external agencies including the Secretary of State's office, Election software and hardware vendors, Colorado County Clerk's Associations, political organizations, municipal governments, school districts, and other election coordinating entities.
- Shows initiative, a self-starter and works independently.
- Actively engaged as a team member, providing input and feedback.

PLANNING AND ORGANIZING

- Conducts long-range planning studies on Election Division issues and recommends projects, programs, and procedures to achieve operational objectives.
- Maintains a statistical analysis of the Division derived from the weekly/monthly reports generated by the Election software systems. Develops long-range planning studies on management problems and assists with finding solutions to the problems.
- Ensures programs and projects keep to schedules and are accomplished within budget projections and relevant performance measures.

HUMAN RESOURCE MANAGEMENT

- Collaborates with the Chief Deputy Director and/or Clerk and Recorder with staffing plans to meet organizational, functional and/or operational requirements.
- Manages and directs Management, sets work priorities, provides guidance and instruction on expected outcomes, and delegates and reviews work.
- Responds to personnel issues, conferring with Chief Deputy Director and/or Clerk and Recorder.
- Sets performance standards/objectives for staff within the Election Division.

REQUIREMENTS:

Skills, Abilities and Competencies:

- Thorough knowledge of state statutes, rules, regulations, procedures and forms applicable to the operation of the Election Division.
- Communication skills, both oral and written, which enable courteous and diplomatic interactions with the public, vendors, staff, and other County divisions.
- Possess exceptional creative thinking and problem-solving skills.
- Strong ability to analyze data from multiple sources and report findings.
- Understanding of intermediate and complex budget management, system analysis, and process analysis/development.
- High level of presentation skills with the ability to explain complex business processes/concepts effectively.
- Supervisory skills including team building, training, and work assignment.
- Ability to exercise a high degree of interpersonal skills to influence persons at all levels.
- Ability to grasp complex and widely varied issues quickly, develop plans to implement actions to address the issues, and be able to communicate those issues in a clear, concise manner to management, staff, entities, and vendors.

Behavioral Competencies:

Service First
Excellent Quality
Responsive Government
Visionary Thinking

Innovation
Caring Leadership
Effective Communication
Fiscal Responsibility

Integrity
Respect for Others
Safety
Teamwork

Education and Experience:

- Bachelor's Degree is required.
- 5 years of Election related experience
- 3 years in a supervisory or lead role

PREFERRED QUALIFICATIONS:

- Master's degree in Political Science, computer science, public/business administration, Communications or a related field
 - A combination of education and experience may be considered

Pre-Employment Additional Requirements:

- This position requires successful completion of pre-employment background and motor vehicle checks.

Post-Employment Requirements:

WORK ENVIRONMENT:

- Work is generally confined to a standard office environment.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- Spends 50% of the time sitting and 50% of the time either standing or walking.
- Occasionally lifts, carries, pulls or pushes up to 20 lbs.
- Occasionally uses cart, dolly, or other equipment to carry in excess of 20 lbs.
- Occasionally climbs, stoops, kneels, balances, reaches, crawls and crouches while performing office or work duties.
- Verbal and auditory capacity enabling constant interpersonal communication through automated devices, such as telephones, radios, and similar; and in public meetings and personal interactions.
- Constant use of eye, hand and finger coordination enabling the use of automated office machinery or equipment.
- Visual capacity enabling constant use of computer or other work related equipment.

Below, please list any special physical demands associated with this position. For instance, exposure to hazardous environments, blood borne pathogens, extreme heat/cold, use of power equipment or machinery, wearing of PPE (personal protective equipment).

Definitions:

Occasionally: Activity exists less than 1/3 of the time.

Frequently: Activity exists between 1/3 and 2/3 of the time.

Constantly: Activity exists more than 2/3 of the time.

HR USE

Established Date:

Revised Date: 3.8.18

Revised By: VG

Job Description History: