NOW HIRING – Election Security and Technology Project Manager – Boulder County, Colorado

About the office
The Boulder County Clerk and Recorder’s Office provides Motor Vehicle, Recording, and Election services for Boulder County residents. The Election Security and Technology Project Manager will support all divisions of the Clerk and Recorder’s office while owning technology and security objectives for the Elections Division. This position is a member of the Elections Leadership Team.

The Clerk and Recorder’s office is committed to continual improvement for cybersecurity, physical security, and technology practices throughout all divisions and the ideal candidate will be committed to advancing the office’s development in these areas.

The Elections Division provides comprehensive elections services for Boulder County, including voter records, voter services, ballot processing, technical and logistical support, and end-to-end election administration.

About the team
The Elections Division is passionate about the work we do for democracy, and we are committed to facilitating the highest-quality elections in the country. We set a high bar for fulfilling our commitment to voters in Boulder County, and we are a national award-winning organization with a reputation for excellence, innovation, accuracy and continual improvement.

Commitment to ensuring we include historically excluded communities in our culture and in the administration of elections is vital to fulfilling our mission of facilitating democracy. This person must be committed to building a culture where individuals from any background can be successful, which includes ongoing work around disrupting patterns, systems, and behaviors of inequity and exclusion.

About the position
This position will be accountable for the successful management of the voting system, creating and implementing security objectives, developing a team of up to 3 FTEs, and providing strategic technical oversight, guidance, and support to team members.

This position will work closely with their team to ensure voting system oversight – including procurement, maintenance, testing and validation, and ballot tabulation during the election. The ideal candidate has a track-record of creating an accountable and inclusive team culture while supporting themselves and the team through periods of high-scrutiny and pressure.

This position will also work closely with the Technology Team Coordinator, the office’s cybersecurity consultant, and Boulder County’s cybersecurity manager to ensure our security plan is updated and rooted in best practices from the ever-changing environment. The ideal candidate will be able to dive into the technical, legal, and administrative details while also having the skill of enrolling and training non-technical staff to comply with the plan.

The ideal candidate is a systems thinker who can manage and analyze data to identify relationships, patterns, trends, and impacts; is able to quickly learn, grasp, and retain a variety of complex processes, systems, and applications. Other important skills include strong problem-solving experience in a fast paced, changing, and deadline-driven environment, ability to present complex information and data in a user-friendly way; attention to detail in processes and systems as well as strong organization, planning, and collaborative skills in order to effectively integrate and balance outputs from multiple sources and formats that are created and managed by
office staff. Experience with cybersecurity is preferred, but we are willing to train and develop the right person who otherwise can be successful in all other areas of the job.

The ideal candidate will also have experience in setting up test plans and quality controls checks by using data to validate results. In addition to process and technical skills, candidate must also be able to lead temporary and permanent staff in alignment with the office’s values.

Example of Duties

- Participate as a member of the division management team in preparing and recommending effective improvements to all processes and building the culture of the division
- Conduct performance appraisals, counsels employees concerning performance, and recommends personnel actions in the areas of hiring, termination and discipline for up to 3 full time staff
- Ensure compliance with state statute, rules, and Boulder County processes and policies
- Ensure compliant execution of pre-election voting systems testing, live tabulation, and post-election Risk-Limiting Audit
- Ensure security of election data, processes, and equipment
- Manage election security escalation protocols
- Create centralized reporting solutions which ensure compliance (canvass, reconciliation, certification, and abstract)
- Ensure accurate implementation of hardware and software resources for Vote Centers
- Provide hardware and software support for office
- Liaise with the voting system vendor, Boulder County IT partners, Colorado Secretary of State, and the Clerk and Recorder’s cybersecurity consultant on issues relevant to responsibilities
- Ensures Standard Operating Procedures are updated and accurate for training current and new employees and election temporary workers.
- May be reassigned during emergency situations

This is a full-time, benefitted position. During non-election time, this position will work Monday - Thursday, 7:00am - 5:30pm; this includes both in-office and telecommuting options. During the election season, this position will require overtime, nights and weekends and is subject to periods of time when vacation scheduling is not allowed due to the election calendar. This position will work out of the Boulder County Clerk and Recorder’s Office, located at 1750 33rd St., Boulder, CO 80301. Under Fair Labor Standards Act (FLSA) guidelines, this position is exempt.

As of December 1, 2021, Boulder County requires all employees to be fully vaccinated against COVID-19 or request an approved accommodation within ten days of accepting an offer of employment. A person is considered fully vaccinated two weeks after completion of a two-dose mRNA series or one dose of Johnson and Johnson vaccine.

Boulder County requires its employees to reside in the state of Colorado as of the first day of work.

Salary:
- Hiring Salary Range: $80,316-$97,980
- Classification Salary Range: $80,316-$115,644

Tentative Hiring Timeline:
- Phone Screening: March 17
- First Round Interviews: March 21
- Second Round Interviews: March 23
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.

Education and experience:

Boulder County is looking for well-qualified candidates to fill our positions. Any combination of relevant education and experience is encouraged. In this position, we are looking for a minimum of 6 years of combined education and experience.

Knowledge, Skills and Abilities:

• Thorough knowledge of IT infrastructure and technology.
• Thorough knowledge of project management.
• Skills in management, administration and supervision.
• Strong communications skills (written and oral).
• Ability to recognize, analyze and recommend solutions to software integration problems.
• Ability to troubleshoot a variety of problems.
• Ability to establish effective working relationships with those contacted in the course of work.

For example:

• Excellent knowledge of existing and emerging technology environments (e.g., networks, computing platforms, operating systems, etc.).
• Substantial exposure to system administration, data processing, hardware platforms, enterprise software applications and cloud systems.
• Advanced MS Excel (complex formulas, macros, import/export, table design and build, relational queries and reporting)

Background Check: Job offer is contingent on passing a criminal background check.

Driver’s license: Applicants must have a valid driver’s license, good driving record, and current automobile insurance

To Apply: https://www.governmentjobs.com/careers/boulder