



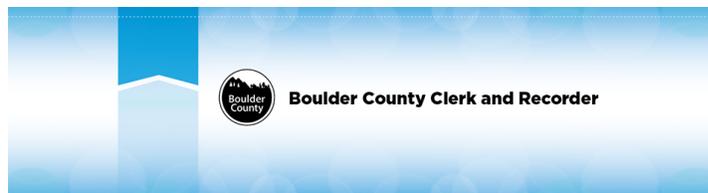
BOULDER COUNTY COLORADO
invites applications for the position of:
Election Data Specialist

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

<u>Monthly</u>
\$5,527.00 - \$7,958.00

<u>Annually</u>
\$66,324.00 - \$95,496.00

OPENING DATE: 07/13/21**CLOSING DATE:** 07/28/21 11:59 PM**DESCRIPTION:**

Boulder County Elections has an opening for an **Elections Data Specialist** position. Our team is committed to setting the state and nationwide gold standard for what an accurate, transparent, organized, and efficient election looks like, and this position is critical to our success in fulfilling that aim. **Note: experience with elections is not required** – we are looking for someone who has experience and a passion for data and will train the successful candidate on elections.

The Elections Division is committed to continual improvement, and we are looking for a team member who can help strengthen our team and our work by overseeing mission-critical process areas that demonstrate accountability to the public while also assuring data integrity. The primary objectives of this position are to:

- Develop, manage, and maintain **database reporting and analytics tools** that support the division in accurately, sustainably, and resiliently executing our voter registration and election administration duties
- Develop and maintain **data processing and management structures, procedures, and practices** that ensure position duties and deliverables are accurate, efficient, secure, sustainable, and resilient
- **Work with others** to create, provide, and maintain exports and reports that meet functional area needs

- Work with others to define and develop **self-service reporting solutions** in alignment with organizational goals and values

As a member of the election team, this position will be expected to emulate behaviors that demonstrate a commitment to all Clerk and Recorder values, including and not limited to equity, inclusion, accountability, and integrity. Throughout the year, this position works closely with all division staff as well as other election partners; and the ability to form effective, collaborative, communicative working relationships with fellow teammates while under tight deadlines and requirements is a must. This is a crucial role on our 13-member team who must work closely with team members to demonstrate the integrity of our elections to the public while providing robust and inclusive service to the voters of Boulder County.

We strive to provide a work environment that supports employee well-being and growth, including remote work opportunities, a dog-friendly work environment, and a Monday-Thursday 40-hour schedule to provide team members with a 3-day weekend (exceptions apply during election time). Boulder County also offers robust training opportunities throughout the year for employees to grow their skillsets. We are looking for a team member who can demonstrate accountability and integrity with the variety of flexible work options provided.

To successfully fulfil key responsibilities, solid experience and independent ability is essential in the following areas:

- designing, building, and managing complex relational database reporting and analytics tools in a production environment (excluding database platform management such as patching and access control)
- writing SQL/T-SQL queries, stored procedures, triggers, joins, views, etc.
- utilizing .Net Framework in Microsoft Office programming and references
- data collection, cleansing, analysis, reporting, visualization, and presentation
- using a combination of tools such as Microsoft SQL Server Management Studio (or similar software), Access, and Excel to jointly process, analyze, visualize, and/or present data
- planning, assessing, prioritizing, and managing multiple concurrent and competing tasks
- using and navigating Microsoft 365 tools (Outlook, OneNote, Word, PowerPoint)
- Windows navigation and basic computer troubleshooting

The successful candidate is also self-sufficient, resourceful, and collaborative; effective at extracting and prioritizing user requirements and driven to provide effective solutions. They are well organized and methodical, and a champion of process standards and documentation.

Having an eye for detail pairs well with their creative, and agile problem-solving nature; while their ability to step back, up, and out helps them account for broader impacts in planning, assessing, and managing their time and priorities. The ideal candidate we seek to join our team enjoys digging through data and queries to root out discrepancies; pursues opportunities to help others improve processes and make informed decisions through reports and data; and is committed to the maintenance and development of systems and procedures that are empowering, sustainable, and resilient.

This is a **full-time, benefitted position**. **The work schedule is Monday - Thursday 7:00 am - 5:30 pm**. This position will primarily work at the **Boulder County Clerk and Recorder Office, 1750 33rd St, Boulder, CO**

80301. Under FLSA guidelines, this position is **exempt**.

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

Hiring Salary Range: \$66,324.00 - \$80,912.00 Annually

Classification Salary Range: \$66,324.00 - \$95,496.00 Annually

Tentative Hiring Timeline:

- Phone Screening: August 2nd & 3rd
- First Round Interviews: August 4th & 5th
- Second Round Interview: August 9th & 10th

EXAMPLES OF DUTIES

1. Independently create, manage, and maintain database reporting and analytics tools
 - Includes maintaining and managing legacy Microsoft Access systems and tools until fully migrated to Microsoft SQL Server (planned for 2023)
2. Responsible for collecting, preparing, and analyzing diverse data sets; and producing operational reports and statistics, quality control reports, and custom detailed reports and extracts
3. Document work and maintain accurate and compliant Standard Operating Procedures
4. Partner with staff to learn election processes and understand data interactions, recommend process improvements, efficiencies and implement quality assurance solutions
5. Responsible for working with team members to understand their needs and priorities, and developing technical implementation plans to support
6. Post-election, present and explain elections data/reports to the bipartisan panel who certifies the election
7. Lead, plan, execute, and/or assist with other projects and tasks during non-election times
 - Project Examples: Redistricting, Microsoft Access to SQL Server Migration, Self-Service Analytics and Reporting
8. Instruct and verify the accuracy of work for temporary employees
9. Performs related work, as required
10. May be reassigned in 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.

Please be aware that your cover letter and resume will not be accessed in the initial screening process, so you must complete your application and supplemental questions with as much detail as possible. Any personally identifiable information (PII) such as name and address will be redacted from applications that meet the minimum screening requirements and are forwarded to the hiring manager. If

the hiring manager selects you to advance in the hiring process, your cover letter and resume will then be accessible to the hiring team.

EDUCATION & 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 a **bachelor's degree in information services, computer science information services, or related field, and 2 years of professional experience working with a variety of systems, data, and reporting technologies.** Any equivalent combination of relevant education, experience and training is encouraged. Training certifications are also factored into the combination of experience.

BACKGROUND CHECK:

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

SUPPLEMENTAL INFORMATION**PREFERRED QUALIFICATIONS:**

- Experience in a fast paced, deadline driven, and changing environment, where individually responsible for producing accurate detailed and summary reports essential to organizational and team success
- Experience with ownership of business problem resolution using data analysis, data collection, and reporting
- Experience summarizing, visualizing, and presenting key information to both business and technical teams.
- Experience implementing and/or developing enterprise-class Business Intelligence tools such as PowerBI, Tableau, Oracle BI, or similar
- Experience working with version control systems such as Git and experience using scripting languages for data manipulation such as Python
- Applicable experience in elections and/or with elections related data
- Basic project management experience and ability to apply it in managing one's workload and/or in directing the work of others

KNOWLEDGE, SKILLS, & ABILITIES:

- Solid understanding and experience applying relational database theory and practice
- Highly proficient in one or more relational database technologies; creating relational database schemas and data models; understanding and building complex queries, stored procedures, functions, and views; and creating dynamic links between databases and other Microsoft 365 applications like Excel, Word, and Forms
- Ability to quickly learn, manage, and maintain Microsoft Access database systems and outputs including: databases, tables, queries, macros, reports, and connections to SQL Server databases and Excel
- Proficient in creating filtered views, pivot tables, graphs/charts, advanced formulas, and linked tables in Microsoft Excel
- Ability to quickly and independently understand and apply complicated ideas, as well as learn and adapt to new hardware and software solutions
- Ability to effectively organize, present, and explain complex information to a variety of audiences

- Self-motivated and self-reliant with ability to organize, plan, prioritize, and manage one's time effectively
- Ability to work both independently and as part of a cross-functional team

ADDITIONAL WORK SCHEDULE INFORMATION:

- During election cycles, this position requires some schedule flexibility, periods of extended overtime, and is subject to periods of time when vacation scheduling is not allowed due to election obligations.
- Outside election cycles, this position will regularly work four ten-hour days, Mondays – Thursdays, with occasional overtime and schedule flexibility required for reporting obligations and special projects in office at Boulder County Clerk and Recorder Office, 1750 33rd St, Boulder, CO 80301.

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 #3829-1(BA1)
ELECTION DATA SPECIALIST
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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

Election Data Specialist Supplemental Questionnaire

- * 1. Do you have a minimum of a bachelor's degree in information services, computer science information services, or related field, and 2 years of professional experience working with a variety of systems, data, and reporting technologies (required)?

Yes No

- * 2. Boulder County Elections is committed to promoting an environment where everyone, especially those from historically excluded communities, has the opportunity to thrive. This means working to identify systems, practices, and places within our culture that exclude individuals from showing up authentically. Are you committed to partnering with our team to promote this vision (required)?
 Yes No

- * 3. What would promoting this vision look like for you (required)?

- * 4. Please detail one or more examples of developing reporting/analytics tools based on relational databases, including references to all phases of that example's lifecycle and including technical details (required).

- * 5. Please illustrate, using at least one position or project reference, your level of experience and ability with SQL/T-SQL. Include a brief problem statement and what you created to solve it (required).

- * 6. Using at least one process-based example, please illustrate your experience related to collecting, cleansing, analyzing, visualizing and or presenting data relationships including quality management (required).

- * 7. Provide examples of your work using the .Net Framework with VB/VBA and general MS Office integration programming for data presentation or processing (required).

- * 8. Describe any experience working with Microsoft SQL Server, Access, and/or with transitioning Access databases to modern platforms (required).

- * Required Question