



**ARAPAHOE COUNTY**

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**ARAPAHOE COUNTY**

Department of Human Resources  
5334 S. Prince Street  
Littleton, CO 80120

**Invites Applications for the Position of:**

**ELECTIONS MAPPING ANALYST**

*An Equal Opportunity Employer*

**SALARY**

\$25.56 - \$38.33 Hourly    \$2,044.80 - \$3,066.40 Biweekly

**DEADLINE**

12/03/21

**DESCRIPTION**

The Election Mapping Analyst is responsible for the maintenance of the entire SCORE address library and GIS system ArcGIS, as well as collecting data to make various geographic decisions. This position will review and redraw precincts and districts as necessary and according to Federal and State requirements. The Election Mapping Analyst supports Leadership with election data analysis, visualization projects, and various operational projects relating to the operations of Elections.

**\*\*This position is eligible for remote/hybrid work as defined by department guidelines.**

**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.*

- Manages the daily operation of maintaining the boundaries of Arapahoe County's 400+ special districts, school districts, and municipalities
- Ensures statutory compliance of voter service functions including voter registration, SCORE address library maintenance, and any and all services relevant to the voter mapping/location operation
- Conducts long-range planning studies on mapping and address library issues and recommends projects, programs, and procedures to achieve operational objectives
- Technical expert of County Assessor software (Aumentum), County Recording software (County Fusion), County Election software (SCORE), County mapping software (ARAPAmapping), County Data visualization software (Power BI), statutes, rules and regulations pertaining to updating existing County boundaries
- Political map subject matter expert, preparing and maintaining precinct and district maps for use by County, political parties, districts and candidates.
- Serves as the project manager for decennial re-districting (additional re-precincting projects when necessary), including staffing advisory commissions for redrawing of the Board of County Commissioner district lines and coordinating with cities and school districts in the county who adjust their candidate district lines.
- Develops and manages election data reporting and analytics tools that support elections operations internally and provide information to voters and interested parties through

ArapahoeVotes.com

- Supports Election Deputy Director with maps and visualization of past election data (such as turnout) together with analysis of proposals for future services such as vote centers and ballot drop boxes.
- Works with County and State partners to prepare voter lists and other data reports for custom orders and for posting on website for public use at regular intervals.
- 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.
- Works with team members to understand needs and options to develop technical implementation plans to support during election and post-election analysis, presentation, and explanation of voting data/reports to and the public.
- Ensures programs and projects keep to schedules and are accomplished within budget projections and relevant performance measures.

## **REQUIREMENTS**

### **Skills, Abilities and Competencies:**

- Team focused; able to function collaboratively and make decisions and recommendations from a team perspective and focus
- Thorough knowledge of state statutes, rules, regulations, procedures and forms applicable to the operation of the Voter Service team.
- Communication skills, both oral and written, which enable courteous and diplomatic interactions with the public, vendors, staff, and other County divisions.
- 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.
- Shows initiative, a self-starter and works independently.
- Ability to provide guidance and direction to staff, delegate work, and set expectations for temporary staff during election time

### **Behavioral Competencies (these are required for all positions at ACG):**

Accountability  
 Accessibility  
 Inclusivity  
 Integrity

### **Education and Experience:**

- Associate's Degree in related field
- 3 years Mapping/Geographic Information System (GIS) experience, data analysis or related experience
- Any equivalent combination of education and work experience that satisfy the requirements of the job will be considered.

### *Preferred Education and Experience:*

- Bachelors' degree
- Elections/Voter Services experience

### **Pre-Employment Additional Requirements:**

- Must successfully pass pre-employment testing which includes an acceptable motor vehicle record (MVR) and background check.
- Possession of a valid Class "R" Colorado Driver's License or the ability to obtain one within two weeks of appointment.

## **SUPPLEMENTAL INFORMATION**

### **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 80% of the time sitting and 20% 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.

APPLICATIONS MAY BE FILED ONLINE AT:

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EXAM #04577  
ELECTIONS MAPPING ANALYST  
EL

COMPUTER ACCESS IS AVAILABLE AT:

5334 S. Prince Street,  
Littleton, CO 80120

## **Elections Mapping Analyst Supplemental Questionnaire**

- \* 1. Please choose the response that best describes your educational background.
- Some high school courses
  - High School Graduate or GED
  - Some college courses
  - Associate Degree
  - Associate Degree in Political Science, public/business administration, Technology or a related field
  - Bachelor's Degree
  - Bachelor's Degree in Political Science, public/business administration, Technology or a related field
  - Master's Degree
  - Master's Degree in Political Science, public/business administration, Technology or a related field
- \* 2. Please choose the response that best describes you years of mapping-related experience.
- No experience
  - Less than one year of experience
  - One year but less than two years of experience
  - Two years but less than three years of experience
  - Three years but less than four years of experience
  - Over four years of experience
- \* 3. Please describe your mapping-related experience.

- \* 4. Please describe your experience with data analysis or visualization using programs such as Microsoft BI, Tableau, etc.
  
- \* 5. Do you have any Election-related experience? If so, please describe.
  
- \* 6. Do you have a current, valid driver's license?
  - Yes
  - No
- \* 7. Have you received eight or more points within the past twelve months or twelve or more points within the past twenty-four months against your driving record?
  - Yes
  - No
- \* 8. How many moving traffic violations have you been cited for in the past two years?
  - Less than 3 violations
  - 3 or 4 violations
  - 5 or more violations
- \* 9. In the past three years, have you had your driver's license revoked or suspended (for driving related offenses)?
  - Yes
  - No
- \* 10. If hired, are you able to furnish proof you are currently eligible to work in the U.S. without sponsorship?
  - Yes
  - No
- \* Required Question