NOW HIRING: Elections Technology Specialist – Boulder County, Colorado

Hiring Salary Range: $59,964-$73,146
Classification Salary Range: $59,964-$86,328 Annually
Job Type: Full Time
Closing: July 18
Location: Boulder, CO
Department: Clerk and Recorder’s Office
Division: CLK Elections

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

Description

The Boulder County Clerk and Recorder's Office has an opening for an Elections Technology Specialist. This position will perform a variety of complex, technical, and specialized tasks related to elections technology, software/hardware support, and voting systems.

About the division

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. Commitment to building an inclusive, forward looking, continual improvement, and supportive work culture is required.

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 administration 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 play a significant role in facilitating activities which provide improved technology solutions to county staff. This position will be expected to execute a variety of tasks to ensure our team meets our deliverables to provide excellent public service for voters.

The ideal candidate must be eager to learn, possess troubleshooting skills, can convey technical information to non-technical audiences and has the ability to document process through conversation, implementation, and observation. Successful applicants will be comfortable in a high-stakes, team-focused work environment. We seek a person who is process-oriented and motivated to do meaningful work that facilitates the democratic process.

The ideal candidate is self-motivated, enjoys actively participating in a collaborative environment, and possesses excellent written and verbal communication skills. They have the demonstrated ability to use complicated software, learn and convey user technology requirements, perform moderately sophisticated tasks in MS Excel and Access, learn and apply new skills effectively with minimal support, and communicate technical information (written and verbal) to nontechnical personnel. Additionally, the ideal
candidate can demonstrate creativity and innovation through problem-solving. Ability to work effectively under pressure while remaining positive and flexible is also key to success.

This position is expected to build strong working relationships with team members, vendors and stakeholders and be committed to Boulder County and Clerk and Recorder guiding values, including equity and inclusion.

EXAMPLES OF DUTIES

- Plan, schedule, and execute election processes and programs related to areas of responsibility.
- Vote Center (Voter Service and Polling Center) equipment testing, setup, and troubleshooting. This includes travel to up to 20 Vote Centers in Boulder County during election time.
- Partner with others to ensure voting system hardware and software components are updated, maintained, tested, and secure.
- Assist with producing and maintaining geographical information (ARCGIS) and maps for Elections division.
- Learn and identify development needs for county developed software applications.
- Responsible for the training and supervision of temporary workers, ensuring accuracy and of work completed.
- Ensure compliance with Colorado statute and rule as well as Clerk and Recorder policies and procedures for areas of responsibility.
- Work with election division and other county partners to identify and adopt best-in-class practices, procedures, and technology solutions.
- Create and maintain standard operating procedure (SOP) documents.
- Instill confidence in temporary staff by demonstrating integrity and approachability.
- Present information to audiences with varying technical backgrounds.
- Act as backup for peers, learning essential technology and procedures in other areas to support critical team functions.
  - Example areas: database management and reporting, Cybersecurity, GIS, and working with other departments in the development of tools and systems.
- Support and collaborate on special projects outside of the elections cycle, improving processes and systems within the scope of elections.
- Perform additional related work as required.
- May be reassigned during emergency situations.

This position will require overtime, nights and weekends during election season and is subject to periods of time when vacation scheduling is not allowed (because of 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. The Elections Technology Specialist will work Monday-Thursday (10-hour day) 40 hours per week during non-election time; this includes both in-office and telecommuting options at certain points in the year. Under Fair Labor Standards Act (FLSA), this position is exempt.

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

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Tentative Hiring Timeline:

- Phone Screening: July 27 and 28
• Round 1 virtual interview: August 1 and 2
• Round 2 interview: August 4

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 AND EXPERIENCE
At least six years of combined education and professional experience in a technology related capacity as it applies to this position.

Required experience includes applying fundamental concepts, practices and procedures related to planning, setup, testing, and troubleshooting of a variety of hardware, software, and network components.

Any equivalent combination of education and experience may be considered.

BACKGROUND CHECK:
A job offer is contingent on passing a criminal background check.

DRIVER'S LICENSE:

• Requires a valid driver’s license, automobile insurance, and a good driving record.

SUPPLEMENTAL INFORMATION

PREFERRED QUALIFICATIONS:

• Preferred skills include ArcGIS, advanced Microsoft Excel and Access (forms, reports, linked and embedded tables), Powershell, C# or other scripting language, SQL/TSQL, SharePoint, public speaking experience, and project management. Experience in compliance and security driven environment where security and audit processes are enforced.

KNOWLEDGE, SKILLS, & ABILITIES

• Thorough knowledge of supported hardware and software systems. Ability to troubleshoot and solve a variety of technical problems.
• Ability to communicate procedures of a technical nature to non-technical personnel both orally and in written form
• Ability to perform a variety of project tasks requiring good communication skills
• Ability to work effectively with other employees
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.