NOW HIRING: Clerk and Recorder Technology Division Leader – Boulder County, Colorado

Hiring Salary Range: $92,940-$113,406
Classification Salary Range: $92,940-$133,872 Annually
Job Type: Full Time
Location: Boulder, CO
Department: Clerk and Recorder’s Office
Division: CLK Admin

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

Description

The Boulder County Clerk and Recorder Technology Division Leader is a leadership position in the Clerk’s office and reports directly to the elected Clerk and Recorder. The Technology Division Leader is accountable for driving the multi-year strategic technology planning, resourcing, and implementation for the office that enables us to achieve our vision of providing the best in public service for Boulder County residents.

About the office

The Clerk and Recorder’s office provides Elections, Motor Vehicle, and Recording Services for Boulder County residents. We have an outstanding reputation in fulfilling our mission of providing the best in public service, and we are seeking a Technology Division Leader who excels at strategic planning and team management to continue modernizing our office while increasing our cybersecurity posture.

About the team

This position is one of the office’s six Leadership Team members and collaborates closely with the Administrative Team and the Division Leaders. Our team sets a high-bar for fulfilling our commitment to providing the best in public service, and we are looking for someone who has an exceptional technical foundation, is forward-thinking, committed to continual improvement, and someone who can build an empowering and results-driven environment. Our office consists of 75+ team members (and hundreds more during election time).

Commitment to ensuring we include historically excluded communities in our work is vital to fulfilling our mission. 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 leads the Technology Team and is accountable for the multi-year planning, resourcing, and implementation of technology and security projects that support our vision. This position supports all areas of the office to ensure adequate technology support and is especially collaborative with the Elections Director, Boulder County IT, and our Cybersecurity Consultant.

Leadership: This position will collaborate with leadership to understand long-term goals and how technology can be leveraged and secured to meet those goals. This includes driving technology needs, policies, protocols, standards, and controls; concept to-retirement Lifecycle planning; and staff training.

Team management: The Technology Team consists of 3-5 election team members, 3 of whom report to the Elections Technology and Security Project Manager. The priorities of the Technology Team are to ensure the election is conducted in a secure, accurate, resourced, and compliant manner. Team members drive the technical success of ballot processing, tabulation, vote center execution, cybersecurity, data and information management, and other strategic technical objectives. The Technology Division Leader is
accountable for supporting the Technology and Security Project Manager in all performance-management areas, building an empowering team, and achieving intended results.

Relationship management: This position will be responsible for managing the relationship with Boulder County IT, our Cybersecurity Consultant, and other external partners. This includes ensuring multi-year plans are developed, visible, aligned, and implemented with partners who are involved with technology projects and support. Commitment to fostering effective, empowering, and accountable working relationships with others is required.

This position must be comfortable working in a highly scrutinized and regulated environment. The ideal candidate is committed to accuracy and ensuring accuracy of team members. The ideal candidate will be committed to maintaining and updating documentation, likes to troubleshoot and problem solve, and is able to create a team environment that is collaborative, compliant, and aligned.

Example of duties

This role is long-term planning, strategy, culture building, supervision, technical operations, project management and is leadership focused.

- Drive multi-year plans for Technology and Cybersecurity and ensure the Technology Team is poised to support our plans
- Supervise staff and the workload of the team to ensure a full, equitable, and manageable workload across staff
- Supervise the Technology and Security Project Manager to manage the implementation of the cybersecurity program and supervising the Technology Team members
- Perform managerial duties, including hiring, performance management, training, and job role certification
- Drive concept to retirement lifecycle plans for hardware, software, applications, and data
- Work with staff in the creation and execution of RFP’s, bids, contracts, agreements, and other major vendor interactions as related to technology and security
- Create and manage inventory management plan, including non-county hardware/software
- Train staff in technology procurement guidelines, standards, and protocols
- Participate in advancing a culture rooted in our values and identify opportunities for values advancement
- Ensure procedural documentation is created and maintained
- Obtain Certification for Colorado Certified Election Official
- Build and maintain positive, professional working relationships with representatives from other departments, vendors, and stakeholders to gain cooperation and support for our interests and objectives
- Maintain external awareness, monitoring of conditions, trends, innovating, and practices that may have implications for service improvements
- Ensure compliance with Colorado statute and rule as well as Clerk and Recorder policies
- 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 Technology Division Leader 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: October 13
- Round 1 interview: October 17 and 18
- Round 2 interview: October 19 and 20

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 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 resume will then be accessible to the hiring team.

EDUCATION AND EXPERIENCE
At least nine years of combined education and professional experience in a technology related capacity as it applies to this position, including one year in a supervisory capacity.

Required experience includes utilizing and overseeing a variety of computer, security, network, databases and data storage, and telecommunications systems and solutions.

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:

- 5+ years combined education and experience effectively utilizing multiple systems and business analysis methodologies, tools, and practices
- 2+ years managing groups of 15 or more temporary staff, including planning, resourcing, scheduling, and supervising
- PMP certification

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.