



COUNTY OF EL PASO (CO)  
Established Date: Jan 30, 2007  
Revision Date: Feb 4, 2016

# Assistant Election Manager

Class Code:  
0553

## SALARY RANGE

Depends on Qualifications

FLSA:  
Exempt

### SUMMARY OF FUNCTIONS:

As a representative of the designated election official for the county and a steward of public trust, responsible for assisting the Election Manager in managing all functions associated with the operation of the department including support for subordinate staff responsible for enforcing compliance with statutory mandates and directives governing the integrated process to coordinate, prepare and dispense all primary, general, coordinated and other specified elections within the county, ensuring unbiased reporting of results, as well as cash management associated with revenues and fees as required by law.

### ESSENTIAL JOB FUNCTIONS:

- Under the direction of the Election Manager, assigns, directs and supervises activities of Election staff, ensuring enforcement of a myriad of statutory mandates, directives, policies, procedures and standards.
- Assists and advises subordinates, as necessary, resolving complex problems as non-routine situations arise.
- Supports subordinate staff in its primary function of enforcing compliance with appropriate statutory regulations.
- Confers and advises personnel and/or clients on requirements associated with compliance.
- Persuades those clients failing to comply to take a particular course of action or to accept findings and/or recommendations.
- Guides personnel to resolve complex transactions, utilizing negotiation and problem resolution skills.
- Participates in the interviewing process for Election staff.
- As directed, generates and conducts performance appraisals and makes recommendations for salary increases and/or promotions.

- Supervises the daily activities of subordinate personnel, including training, scheduling of employee shifts, staff meetings and recommendations for counseling and/or disciplinary action.
- Participates in the budgeting and planning processes for the Election Department.
- Works with Election Manager to establish program objectives and strategies for the department, identifies required resources and develops plans for carrying out the work in a timely manner.
- Monitors and evaluates progress to ensure that programs and policies are being implemented and adjusted as necessary to accomplish the department's mission.
- Acquires and maintains a highly technical level of professional expertise and complex knowledge relating to the election industry.
- Provides expert direction to staff, peers and/or clients and participates in appropriate groups, associations and committees.
- Interprets, provides or disseminates information, both verbally and in writing, regarding statutory changes and/or policy modifications to representatives of business and industry, trade and professional associations and clients.
- Maintains a safe and clean working environment by complying with procedures, rules and regulations.
- Contributes to team effort by helping to achieve departmental goals.
- Performs other duties as required.

#### MINIMUM QUALIFICATIONS:

- U.S. Citizen. Sworn as agent of Clerk & Recorder's Office to discharge the duties conveyed by CRS 1-1-110; registered to vote in Colorado.
- Bachelor's degree in business, communications, political science or related field preferred.
- Five (5) years of progressively responsible experience in a public contact environment, involving explanation of policies and/or procedures and supervision of others.
- Additional training in financial, business, and/or personnel management practices preferred.
- Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level management and clients to accomplish the department's mission.
- Adapts approach to different people and situations; expresses self, facts, and ideas in a concise, intelligible and professional manner.
- Manages and resolves conflicts, confrontations and disagreements in a positive and constructive manner by using persuasion to change the decisions, opinions and behaviors of others; encourages staff to take innovative approaches to problem solving.
- Commits to and takes action, even in uncertain situations, making sound and timely decisions necessary to carry out programs, ideas, systems or policies for the department.

Sets goals and manages time efficiently.

- Takes initiative in implementing ideas, programs, systems or policies that have an impact on a wide range of activities.
- Remains open to change and new information; effectively deals with pressure and ambiguity.
- Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness and respect for individuals by applying these values daily.
- Promotes teamwork at all levels of the department; empowers staff by sharing authority; develops lower levels of leadership; shares rewards with staff; ensures staff are properly selected, utilized, appraised, developed and treated fairly.
- Remains sensitive to cultural diversity, race, gender and other individual differences in the department; promotes teamwork, acceptance and productivity among persons exhibiting cultural, ethnic, gender and other individual differences.
- Uses automation and information technology to improve mission accomplishment and departmental performance, implements training plans and priorities and ensures that staff is provided with the opportunity to acquire appropriate skills.
- Understands that staff may be required to work at any office location.
- Additional work hours may be required to meet responsibilities of position, including Saturday hours.
- A criminal background investigation and driver's license check are required and are subject to periodic review as per El Paso County and Office policies. Must pass conditional post offer drug screen.

#### LICENSES/CERTIFICATES:

- Valid Colorado Driver's License

#### WORK CONDITIONS:

- Duties are performed primarily in an office environment, however all employees may be asked to drive during the course and scope of their duties.
- At times, it will be necessary for staff to travel to other office locations, seminars, training programs, meetings and similar activities. Additionally, employees may represent the Office at various locations throughout the county, especially during election cycles.
- Employees are responsible for getting to the work site(s) as assigned; if own vehicle is driven; employees are responsible for having proper insurance coverage.
- May be required to lift office supplies weighing up to 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions.

**NOTES:**

Reports to: Election Manager

Supervises: Election Staff and Temporary Election Staff

Pay Band: 300