BOULDER COUNTY COLORADO
invites applications for the position of:

Elections Data Specialist II

Boulder County is a forward-thinking community with just under 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

Monthly	Annually
$4,425.00 - $5,091.67	$53,100.00 - $61,100.00

OPENING DATE: 03/02/16   **CLOSING DATE:** Continuous

DESCRIPTION: The Boulder County Election's Division has an opportunity for an individual who is passionate about serving the voters of Boulder County and enjoys analyzing data, systems, processes, and designing creative solutions.

The Elections Data Specialist II will provide analysis and reporting, as well as database application support and troubleshooting. This individual will also monitor and assure elections data integrity through data extraction, storage, processing and analysis.

The ideal candidate is self-motivated and collaborative. This individual will have strong analytical, quantitative and problem-solving abilities, along with a thorough knowledge of relational database theory and practice. The candidate will have excellent communication skills with the ability to effectively communicate technical information to non-technical personnel, both orally and in written form. Additionally, the candidate will demonstrate and encourage the need for process standards and documentation.

EXAMPLES OF DUTIES
• Create and maintain local database analysis tools which assist elections staff in ensuring the integrity of voter and elections data.
• Produce and provide accurate and useful data and reports to all levels of the organization and the public.
• Produce and present reconciled election data and result information in

compliance with election rules and statutes.
• Manage election set up and closing activities in the Statewide Voter Registration System (SCORE).
• Act as a liaison between elections division staff and the Secretary of State staff in the management, testing, and support of the Statewide Voter Registration System.
• Provide Boulder County election application support to division staff.
• Partner with others to define application needs and communicate technical requirements to and from development staff and vendors.
• Support successful elections through teaming and innovation.
• Perform related duties as assigned.

REQUIRED QUALIFICATIONS

Education: Bachelor's degree in related field required.

Experience: Two years of related experience.

Additional related education may count towards required experience.

Skills required:
• Thorough knowledge of relational database theory and practice with MS Access, including the creation and management of tables, queries, views, reports, and connections to SQL Server databases. Proficient in SQL language as well as MS Office 2010 Word, Excel, Outlook and PowerPoint.

Preferred Knowledge/Skills/Experience:
• Applicable experience with elections, election compliance, SCORE, and/or political campaign databases. SQL Server knowledge and experience. Candidates with programming experience may be able to creatively apply those skills in this position.

Job offer is contingent upon passing a criminal background investigation.

Must have a valid driver's license, a good driving record and current automobile insurance.

Please include a cover letter describing your interest in the position.

SUPPLEMENTAL INFORMATION

Physical Requirements

Primarily sedentary physical work requiring ability to lift a maximum of 40 pounds; occasional lifting, carrying, walking and standing; frequent hand/eye coordination to operate computer keyboard and office equipment; vision for reading, recording and interpreting information; speech communication and hearing to maintain communication with employees and members of the public.

From "Dictionary of Occupational Titles", U.S. Dept. of Labor:
Occasionally: activity or condition exists up to 1/3 of the time.
Frequently: activity or condition exists from 1/3 to 2/3 of the time.
Constantly: activity or condition exists 2/3 or more of the time.