

Administrative Specialist
Colorado Independent Redistricting Commissions Staff

EMPLOYMENT OPPORTUNITY

Colorado Independent Redistricting Commissions Staff

Job Title: Administrative Specialist

Class Title: Non-Classified

Location: Denver Metro, Colorado

Address: 1580 Logan Street, Denver, CO 80203

Salary: \$4,000/month, plus a comprehensive benefits package that includes Public Employees Retirement Association plans; health and dental insurance; short-term disability; paid holidays, vacation, and sick leave; and optional FSA and HSA accounts.

Opening Date: ASAP

Closing Date: May 5, 2021, at 11:59 PM

Job Type: Full-time Temporary (8 months or less)

JOB DESCRIPTION

General description:

The Colorado Constitution requires the establishment of the Colorado Independent Congressional Redistricting Commission and the Colorado Independent Legislative Redistricting Commission (the Commissions) and requires them to redraw Colorado's congressional districts and state senate and state house of representative districts, respectively, following each federal decennial census. The first Commissions were convened in March 2021, and have been meeting regularly in preparation for the work of redistricting in Colorado. The nonpartisan Colorado Independent Redistricting Commissions Staff (Commission Staff) is composed of nonpartisan legislative staff, who facilitate and support the work the Commissions without participating in any of the substantive decisions of the Commissions. The Commission Staff is seeking an Administrative Specialist to join our small team in supporting the Commissions.

The Administrative Specialist position is a temporary, full-time position from May 2021, through December 2021. Work locations will be a combination of the primary physical address for the Commission Staff in Denver, from home or other remote location, and in locations around the state when the Commissions are holding hearings in each current U.S. Congressional district. The ability to work traditional and non-traditional work hours is necessary, as in-state travel and evening and weekend work are required. Compensatory time is provided on a monthly basis for hours worked beyond the typical workday. The amount of the monthly compensatory time payout will be determined at the discretion of the Staff Director and the Managing Attorney for the Commission Staff, and is intended to reflect an average amount of overtime worked by the employees of the Commission Staff.

Summary of functions:

The Administrative Specialist for the Commission Staff supports the administrative functions of the Commissions. These functions include providing clerical and administrative assistance to Commissioners and Commission Staff, assisting at Commission meetings, coordinating travel for Commissioners and Commission Staff, and acting as a liaison with contact people at meeting locations around the state. The nonpartisan nature of the Commission Staff requires the ability to work in a nonpartisan manner in a partisan environment, and to provide objective information regardless of the issue or personal opinions.

Essential job duties and responsibilities:

The Administrative Specialist will be expected to perform the following job duties and responsibilities:

- Actively and effectively communicate verbally and in writing with Commissioners, Commission Staff, and members of the public, as necessary;
- Manage clerical requirements related to the Commissioners' attendance at Commission meetings, including collecting per diem records, travel-related expense vouchers, and mileage reimbursement forms from Commissioners, submitting such documentation to the Commission chair for signature, and submitting the documentation to accounting staff;
- Schedule and manage meetings of the Commissions, including making committee room reservations at the State Capitol building, submitting requests to IT staff to schedule virtual meetings and audio recordings; working with IT staff at the meeting to ensure that all meeting participants are correctly admitted to the meeting; and taking meeting minutes;
- Identify appropriate locations for Commission meetings around the state and work with staff at those locations to coordinate and prepare for Commission meetings,

including working with IT staff on site to facilitate remote participation by Commissioners, Commission Staff, and the public;

- Work with Commissioners to schedule meeting dates, times, and locations around the state;
- Coordinate travel for Commissioners and Commission Staff, including arranging state vehicle rental, providing meeting location details for those attending in person, arranging hotel accommodations near meeting locations, identifying restaurants and making reservations, coordinating meals during Commission meetings if necessary, and managing other travel-related duties as they arise;
- Complete special projects and other tasks, as assigned by the Staff Director or the Managing Attorney for the Commission Staff;
- Support the Staff Director and the Managing Attorney for the Commission Staff in the execution of their administrative duties;
- Edit written Commission Staff work, including graphical presentation materials, for formatting, grammar, spelling, punctuation, and comprehensibility; and
- Perform general administrative tasks (making photocopies, filing, etc.).

Required Skills and Abilities:

- A commitment to consistent weekly hours through December 2021;
 - Approximately 40 hrs./week within the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday, as well as some evenings and weekend days;
- The ability to work at the primary physical address of the Commission Staff, at home or other remote location, and to travel to off-site locations throughout the state for Commission hearings;
- The ability to work in a nonpartisan manner in a partisan environment, and to provide objective information regardless of the issue or personal opinions;
- Excellent writing, communication, and proofreading skills;
- Know, follow, and create, if necessary, applicable job procedures, resources, and processes;
- Use technology effectively and learn new skills as necessary;
- Acquire, develop, and communicate an understanding of the purpose and duties of the Commissions;
- Be detail oriented and possess sufficient expertise regarding general rules of grammar, punctuation, and style to accurately, thoroughly, and efficiently complete work assignments;
- Have strong individual initiative/work ethic;
- Possess effective time-management skills;
- The ability to quickly and proficiently understand and absorb new information; and
- A strong commitment to good government and nonpartisanship.

Preferred skills and abilities:

- Exposure to remote conferencing software such as Webex and Zoom;
- Experience with graphic design or other skills to help with the Commissions' communication efforts; and
- An interest in public service.

TO APPLY

To apply for the Administrative Specialist position with the Commission Staff, please email or send your application packet to: Hiring Manager, Re: Application for Administrative Specialist - Colorado.Redistricting2020@state.co.us or Colorado Independent Redistricting Commissions Staff, 1580 Logan Street, Suite 430, Denver, CO, 80203. To be considered for the position your application packet must include the following: 1. Resume 2. Cover letter 3. Three professional references. Applications must be received by 11:59 p.m. on May 5, 2021. Finalists will be required to pass a criminal history background check.

The Commission Staff is an equal opportunity employer. For more information about the Commissions, please visit <https://redistricting.colorado.gov/>

COVID-19 PRECAUTIONS

All appropriate COVID-19 protocols will be followed.