



**Open Competitive**  
**EMPLOYMENT OPPORTUNITY**  
**Department of Local Affairs**  
**Division of Local Government**

**REANNOUNCED VACANCY.** If you have already applied for position 90214-7610 you do not need to reapply.

**Job Title:** GENERAL PROFESSIONAL II

**Position Number:** 90214-7610

**Job Location:** Downtown Denver

**Salary:** salary \$3,366 mo.

**Release Date:** August 6, 2010

**Apply By:** August 18, 2010

**Employment Type:** Full-Time

**Class Code:** H6G2TX

**Information About The Job:**

*Mission Statement: The Department of Local Affairs (DOLA) strengthens communities and enhances livability in Colorado by providing accessible assistance in the following areas:*

- \* *Equitable and consistent implementation of property tax laws*
- \* *Community development that is revitalizing and sustainable*
- \* *Financial support for community needs*
- \* *Safe, affordable housing*
- \* *Emergency preparation, prevention, response and recovery*

*DOLA strives to be responsive, attentive, solutions-oriented and respectful, within and beyond our departmental boundaries.*

**DUTIES:** This position provides technical assistance to local officials in special district administration, including elections and organization. The position assists with design, content, usefulness and distribution of a special district election manual for May (even-numbered years) and November (all) elections. Position assists with design, content, usefulness and production (including presentations) to educate special district officials in the proper administration of regular elections. Position is responsible for statutory required compliance documents, including election information, names and terms of board members, receipt of oaths and bonds, and ballot information, etc. Position determines eligibility for administrative dissolution and prepares documents to assist with the dissolution process and follows through until the Attorney General's Office returns the order of dissolution. Position assists in preparing financial analysis of financial condition and credit worthiness of revolving fund and Energy Impact Assistance loan applicants. Position compiles and analyzes financial, administrative, and other specialized information relating to applications for funding from various state and federal funding programs, including Energy Impact, CDGB, and CDPHE's Water Quality Control Division grant programs. Position administers and ensures completion of the annual review and update of direct loan portfolios and other projects needed to support the agency's role in the state revolving fund.

**MINIMUM QUALIFICATIONS:** Requires graduation from an accredited college or university with a bachelor's degree in business administration, public administration, political science, political science and government, public finance, or planning/community development and one year of experience in local government administration, local government budget analysis or local government policy analysis (*a copy of your transcripts showing the degree must be submitted with your application or your application will be rejected*). The *preferred* candidate will have experience in conducting elections or analyzing government revenues or have a master's degree in a related field (*the work experience must be documented in detail on your application and resume or it won't be considered in the evaluation process*).

**SUBSTITUTION:** Any combination of work experience in local government administration, local government budget analysis or local government policy analysis which provided the same kind, amount, and level of knowledge acquired in the required education may be substituted on a year-for-year basis for the bachelor's degree. A master's or doctorate degree from an accredited college or university in a field of study related to the work assignment may be substituted for the bachelor's degree and one year of general experience.

**NECESSARY SPECIAL REQUIREMENT:** Must possess and maintain a valid Colorado driver's license.

**PLEASE NOTE:** Applications are used as part of the selection and exam process. Applications will be reviewed to determine if you meet the minimum requirements for the position and will be ranked to determine the most qualified applicants for this position. Be sure your application specifically addresses all the requirements listed above.

**How To Apply:**

Submit your **completed** State of Colorado Employment Application for Announced Vacancies and a current resume directly to the Department of Local Affairs, Human Resources Office, 1313 Sherman Street, Room #315, Denver, CO 80203, or fax 303-866-2251, by 5:00 p.m. on the announcement closing date. If your application and resume are not received by the closing date of this announcement, you will not be considered for this position. If you have any questions, please contact Susie Esparza at 303-866-5884 or email [susie.esparza@state.co.us](mailto:susie.esparza@state.co.us). **Please include your current e-mail address on your application, as most correspondence regarding this position will be electronic-based.** The department cannot guarantee the successful delivery of e-mail. You will be notified of the status of your application two weeks after the closing date of the announcement. If you do not receive information regarding the status your application after this time, please contact (303) 866-5884.

**Failure to complete and timely submit the application, resume and transcripts may result in your application not being considered for this position. The application and related documents must be received (postmarks will not suffice) by the Human Resources Office by 5:00 PM on the closing date listed above.**

For employment application and full job announcement including Important Information About Your Application and Appeal Rights please visit our employment website at <http://dola.colorado.gov/employment.html>.

**YOU MUST BE A RESIDENT OF COLORADO TO APPLY.**  
**THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.**