

OFFICE OF THE COOK COUNTY CLERK

Human Resources

118 N. Clark Street, Room 230
Chicago, Illinois 60602
(312) 603-5656



STANDARD JOB DESCRIPTION

Assistant Deputy Clerk of Elections

Job Code: 9052

Job Title: Assistant Deputy Clerk of Elections

Salary Grade: 24

Position I.D. No.: 0090094

Status: Shakman Exempt

Division: Elections

Job Summary

The Assistant Deputy Clerk of Elections reports to the Deputy Clerk of Elections. The Assistant Deputy Clerk is responsible for updating work and the process flow for the Elections Department. The Assistant Deputy Clerk develops and updates the work procedure manual using best election practices. The Assistant Deputy Clerk manages and oversees all development of Election Technology; including but not limited to, vendor selection and contract compliance. This role also assist the Deputy Clerk of Elections in management of the Elections Department, specifically this role will establish, implement and enforce Department specific employment policies. The position collaborates with the Information Technology department to manage the cybersecurity of the Elections Department. The Assistant Deputy Clerk manages the Election Data Unit Manager and Election Data Unit.

Additionally, the Assistant Deputy Clerk of Elections provides support to the Deputy Clerk of Elections in managing, developing and performing fiscal functions, to include procurement and budget development and general responsibilities of the Board of Elections, in a timely manner according to the registration and election laws of the state of Illinois as well as all Federal and local laws.

Supervise the preparation of operational and statistical reports; participate in task force committees, conferences and workshops throughout the State to exchange information related to the conduct of elections. Disseminate information pertaining to election policies and procedures, voter outreach and education programs to staff, the general public, elected officials, legislators, candidates and political parties. Oversee the maintenance, organization, implementation and coordination of computer programs that will enhance office productivity by utilizing the available equipment and systems to the maximum potential. Maintain effective working relationships with elected officials at Federal, State and local levels. Performs any other duty necessary for the efficient and effective management and conduct of elections.

This position will have access to confidential and sensitive information and will participate in “Confidential” meetings, communications and “Policymaking” related items, the position shall be selected by the Clerk of Cook County, or her or his designee.

Essential Job Duties

- Direct all Managers in Election Department to develop and update business Flow Charts as well as update procedural manual for all Election Divisions.
- Create and maintain contingency plan for all election systems.
- Oversee Security Management and Cybersecurity Management for Elections Department.
- Directly supervise the Election Data Unit and the Election Data Manager Manage implementation of new Election Voting Systems for early voting, mail voting and election day voting.
- Manage implementation of Voter Registration and Election System in development.
- Manage e-pollbook review and any/all implementation of procurement proposal.
- Manage all Election statistical analysis needed for production of ballot production.
- Manage and create pre-election and post-election statistical reports.
- Review and approve ballot building system and databases, including files between voter registration management system and election management system to layout and proof ballot designs; review and verify ballot styles and changes to ballots in all formats
- Confer with Clerk to create contingency plan for all election systems.
- Communicate the Clerk's policies, including but not limited to early voting, mail voting, and election day voting policies, to stakeholders including the Illinois Board of Elections and Chicago Board of Elections.
- Act as proxy for the Clerk, as necessary, during discussions with Illinois Board of Elections and Chicago Board of Elections.
- Evaluate ballot building system and databases to ensure such systems and databases align with the Clerk's policies.
- Confer with the Clerk and high-level staff to interpret the Illinois Election Code, as necessary.

Minimum Qualifications

- Bachelor's Degree from accredited college or university.
- Five (5) years of full-time experience managing and supervising a team, including direct supervision of employees.
- Two (2) years of combined experience in elections administration or other elections related work; OR two (2) years of full-time work experience in the capacity as a project manager responsible for critical projects.

Preferred Qualifications

- Master's Degree, or other post-graduate degree from accredited college or university.
- One (1) year of full-time experience with Tableau, ArcGIS, Microsoft SQL Server, Python, R, Microsoft SharePoint.
- Seven (7) years of full-time paid experience managing and supervising a team, including direct supervision of employees.
- Five (5) years of full-time paid experience in elections administration or other related industry experience, working in the capacity as a project manager responsible for critical projects.

Knowledge, Skills and Abilities

- Knowledge of databases, networking, file structures and a basic understanding of how Microsoft Office programs interact with each other and with data extracted from other programs
- Familiarity and experience with election data sets and ballot entitlement
- Strong written and verbal communication skills with vendors, contractors, and employees at all levels of management, including ability to prepare reports, and ability to present technical information to non-technical audiences
- Strong organizational skills, including effective time management, multi-tasking, and project management skills in a team environment
- High attention to detail and accuracy is required, as well as the ability to work successfully under pressure and meet critical deadlines
- Strong team leadership and interpersonal skills, and demonstrated success working collaboratively with subordinates, superiors, and other colleagues
- Strong ability to learn, use and explore various custom and off-the-shelf applications quickly is required
- Strong ability to perform data analytics, including benchmarking, demographic analysis, and targeted opportunities, and strong problem-solving skills.
- Ability to manage a team of staff and draft, prepare and administer performance evaluations
- Ability to work non-standard hours during peak election season (e.g. evenings, weekends, etc., as needed)

Physical requirements

- Ability to stand, sit, and kneel for long periods of time.
- Use of hands and arms is necessary to reach or use various tools or objects
- Use of standard office equipment
- Ability to communicate written and verbally with others

Any offer of employment will be contingent on the applicant passing a drug screening test, background check and any required pre-employment testing. New employees must establish residency in Cook County within six (6) months from their date of hire or face summary discharge.

The duties list is not set forth for the purpose of limiting the assignment of work. They are not to construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside of an employee's normal line of work.