

OFFICE OF THE COOK COUNTY CLERK

Human Resources

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



STANDARD JOB DESCRIPTION

Manager of Voting Logistics and Locations

Job Code: 0654

Job Title: Manager of Voting Logistics and Locations

Salary Grade: 24

Position I.D. No.: 0022306

Status: Shakman Exempt

Division: Elections

Job Summary

The Manager of Voting Logistics and Location reports directly to the Assistant Deputy Clerk of Elections and works very closely with the Deputy Clerk of Elections. This position will collaborate with the Director of Training and Professional Development to create training programs and develop E-learning Election and distance learning protocols. The individual in this role will develop new educational materials for the Elections Department including Election Judge training and Deputy Registrar training. The individual in this role will develop and implement a program that aligns training with the goals and strategies of the Director of Training and Professional Development. Additionally, the position will manage polling places at various sites and alternative voting procedures.

The Manager of Voting Logistics and Locations plays a vital role in pre-Election Day as they facilitate establishing polling places at various sites. This role supervises election staff to ensure that timely execution of contract and memoranda of understating committing to allow the use of the facility for early voting and elections day voting. The Manager of Voting Logistics and Location will need to have sound judgment as they may have to make last minute autonomous decisions to respond to late developments affecting polling places and logistics. This position also collaborates with the Legal Counsel for Elections to ensure all logistics comply with all local, state, and federal laws, procedures, and ordinances.

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

- Maintain ADA compliance for all polling places, including all state and federal requirements.
- Supervise field staff responsible for investigating polling place complaints and securing new polling places.
- Provide complete polling place information, including information on site changes, to upper management, Communications team, website updates, newspaper publication and press releases.
- Responsible for overseeing voting in nursing homes prior to election day.

- Assist in the development of Election training programs for Election Judges and Deputy registrars.
- Supervise and train full time employees, seasonal employees, program developers, instructional designers, and instructors.
- Teach in classrooms or training facilities using videos, on-line applications, hand-held devices, tablets, or self-guided instructional manuals. Create collaborative training through social media or other online mediums.
- Evaluate and monitor all training programs.
- Research best practices for Election training.
- Tailor training material for the organization for all train the trainer programs.
- Manage Election season training schedule for seasonal election workers.
- Conduct surveys that evaluate Election training programs and keep records on leadership's priorities to ensure their training efforts have reached goal.
- Leverage modern technology and training materials and methods that are up to date.
- Responsible for maintaining the polling places sites for all 1599 precincts that operate on Election Days.
- Supervise preparation of nursing home voting kits sent to each facility.
- Works with staff to ensure all participating nursing homes have ballots and supply bags prepared for Election Day.
- Coordinate pre-trial detainee voting at Cook County Jail working with Cook County Sheriff to manage all necessary election details.
- Supervise set up of voting day(s) for detainees, assures staffing of voting days and conducts voting at cook County Jail.

Minimum Qualifications

- A Bachelor's Degree from an accredited College or University; AND two (2) years of experience in election administration; OR
- Possession of a High School Diploma or the General Education Development test certificate; AND seven (7) years of work experience in election administration.
- Five (5) years of full-time supervisory/management experience.
- Proficiency with Microsoft Word and Excel.

Knowledge, Skills and Abilities

- Strong written and verbal communication skills, 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.
- Excellent interpersonal and communication skills.
- 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, vendors, and other colleagues at all levels of management.
- 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, forecasting and demographic analysis, and strong problem-solving skills.
- Ability to manage a team of staff and administer performance evaluations.
- Ability to work with computers and Division specific software necessary to conduct the duties of the Position, including the ability to run reports.
- Ability to use sound judgment to make last minute autonomous decisions to respond to late developments affecting polling places and logistics.
- Ability to work non-standard hours (e.g. evenings, weekends, as needed) during peak election seasons.

Physical Requirement

- Ability to stand, sit, and kneel for long periods of time.
- Dexterity to operate keyboard, computer and telephone.

Any offer of employer 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.