INTERNAL/EXTERNAL
NOTICE OF JOB OPPORTUNITY
DEPUTY OPERATIONS MANAGER
ELECTIONS WAREHOUSE

QUALIFICATIONS:

• Previous warehouse management experience in a high volume/fast paced environment.
• Leadership and motivation skills.
• Knowledge of Access, Word & Excel.
• Knowledge of warehouse operations.
• Knowledge of process review.
• Excellent communication skills, capable of communicating with all levels of management and staff.

DUTIES:

This person will report to the Senior Operations Manager of the Elections Warehouse and oversee the daily work of supervisors and support personnel. Primary responsibilities include leading the creation, review, and training of all quality control activities; lead process reviews prior to the implementation of all projects, new and old; provide leadership and direction to the supervisors and support personnel; oversee and enforce personnel policies, as well as all agreed upon procedures and standards; assist with the establishment of accurate productivity standards by project; ensure facility safety and cleanliness standards are maintained; help develop staff by analyzing current skills, identifying required skills, and managing to fill the gap; help maintain accurate records of all warehouse equipment maintenance and equipment inventory; and collaborate with supervisors, support personnel and staff to grasp an understanding of their day to day activities and responsibilities.

In addition, a major role of this position will be to be integrate and manage the long term warehousing and support integration of the electronic poll-book implementation currently underway in Suburban Cook County. This includes staffing, planning, preparation, packing, securing, and tracking (both in the warehouse and at election-day deployment locations). This position will report to the Senior Operations Manager. The successful candidate must enforce adherence to safety in all areas of the warehouse.

SALARY RANGE:
$55,000 – Negotiable

APPLICATION PERIOD:
APPLICATION FOR EMPLOYMENT MUST BE MADE IN PERSON AT THE
COOK COUNTY CLERK’S OFFICE OF HUMAN RESOURCES
69 WEST WASHINGTON, 5TH FLOOR, CHICAGO, ILLINOIS 60602
OR
EMAIL RESUME TO: countyclerk.hr@cookcountvil.gov (JOB CODE: HDC091813)
AN EQUAL OPPORTUNITY EMPLOYER