



**WILLIAMSON COUNTY**  
invites applications for the position of:  
**Warehouse Supervisor**

An Equal Opportunity Employer

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**SALARY:** \$22.11 - \$23.07 Hourly

**OPENING DATE:** 03/19/18

**CLOSING DATE:** Continuous

**LOCATION:** Georgetown Area

**DEPARTMENT:** Elections

**JOB SUMMARY:**

- Primarily responsible for maintaining, repairing, testing, allocating, distributing and tracking different types of equipment for the Elections department.
- Oversees part-time and temporary staff.

**ESSENTIAL DUTIES:**

- Oversees election department inventory control and warehousing operations at one or more locations.
- Provides information and material for creation of training guides/manuals/videos/etc. for poll workers, regarding the supplies, equipment, and other items for Elections.
- Creates office procedures for the elections warehouse operations.
- Assists in recruitment and training for temporary staff to support election support operations.
- Operates, demonstrates and maintains equipment appropriate to the assigned functions.
- Manages the preparation of voting machines prior to elections.
- Utilizes bar code technology to record the movement of the voting equipment and components throughout the election process.
- Manages department vehicles and coordinates the maintenance of department vehicles with County Fleet Services.
- Oversees the routing, pickup and delivery of voting machines, equipment and supplies to various locations.
- Performs appropriate testing of all election equipment and components.
- Troubleshoots in field service environment related to online voter check-in system, ballot scanning equipment, DRE equipment and cellular network communications.
- Provides phone technical and troubleshooting support to election officials on Election Day.
- Oversees delivery of DRE equipment used for early voting.
- Performs the preparation, assembly, and proofing of the election officials supply kits.
- Performs paper ballot proofing and distribution.
- Provides various documents to Central Count staff.
- Resolves routine questions and problems concerning voting equipment and procedures.
- Provides arrangements for materials used for noticing and signage for early voting and election day locations.
- Purchases supplies for necessary elections components.
- Manages set up of tables, chairs and/or any other equipment needed to conduct the election.
- Attends training as assigned by supervisor to maintain, enhance, or acquire job skills.
- Readily complies with departmental and county-wide policies and procedures.
- Performs related special projects as assigned.

- The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position.

**PHYSICAL DEMANDS:**

- Physically able to operate a variety of machinery, equipment, and motor vehicle.
- Able to exert up to 50 pounds of force frequently.
- Requires the ability to climb, reach, and/or stretch arms, legs, or other parts of body to grasp objects.
- Able to travel when necessary for county business or job requirements.
- Requires the ability to handle a variety of items such as office equipment.
- Position involves sitting at a desk or other workstation, typing, making copies, and frequent standing for extended periods of time.

**ENVIRONMENTAL FACTORS:**

- Works in all kinds of indoor and outdoor environments.
- Contact with operating machinery.
- Exposure to dust, cleaning chemicals, fumes, and high noise level.
- Williamson County has adopted a Tobacco-Free Workplace policy. This policy prohibits smoking or use of any tobacco product on Williamson County premises.

**MINIMUM QUALIFICATIONS:**

- Combination of education and experience equivalent to an Associates degree in Public Administration, Business Administration or relevant field, to include three (3) years of relevant work experience in warehouse logistics.
- Able to learn procedures quickly and be adaptable.
- Excellent customer service, interpersonal, oral, and written communication skills.
- Ability to work effectively with co-workers, employees, and supervisors in a pleasant, professional manner.
- Strong organizational skills and proven ability to maintain accurate, detailed records.
- Able to work under pressure in a high volume office, produce accurate work and meet established deadlines.
- Dependable, resourceful, and able to work independently and to maintain strict confidentiality.
- Experience with Microsoft Windows, Word, 10-key calculator by touch, fax, and copy machines.
- Ability to type and enter data with appropriate speed and efficiency.
- Maintain a satisfactory Motor Vehicle Record.
- Valid Texas driver's license.

**EMPLOYMENT TESTING:**

- Employment is contingent on passing post-offer, pre-employment criminal background investigations.

**PREFERRED REQUIREMENTS:**

- Experience working in Elections and/or a public sector environment.
- Experience in asset tracking

**IRREGULAR HOURS:**

- Work outside of the normal office hours may be required to meet deadlines and accuracy requirements.
- Non-Essential Personnel for Emergency Situations; unless employees are designated by Department Heads of employees are in other offices that are open.

**ORGANIZATION RELATIONSHIPS:**

- Reports directly to - Elections Administrator
- Direct Reports- Elections Clerk, various temporary staff

- Number of Direct Reports - 5+

**FAIR LABOR STANDARDS ACT (FLSA) STATUS:**

- Non-exempt (Hourly)

**SUPPLEMENTAL INFORMATION:**

A Williamson County online application (resumes alone are not sufficient) must be received before the position is closed. Positions are open until filled, subject to close at any time after five business days. The Human Resources Department is located at 301 South/East Inner Loop, Suite 108, Georgetown, TX 78626. Phone (512) 943-1533 or visit our website at [www.wilco.org](http://www.wilco.org).

Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.wilco.org/hr>

Job #14.00971  
WAREHOUSE SUPERVISOR  
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OUR OFFICE IS LOCATED AT:  
Human Resources  
301 S/E Inner Loop, Suite 108  
Georgetown, TX 78626  
512-943-1533  
[humanresources@wilco.org](mailto:humanresources@wilco.org)

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**Warehouse Supervisor Supplemental Questionnaire**

- \* 1. Do you have a combination of education and professional work experience equivalent to an Associate's degree?  
 Yes    No
- \* 2. The salary range posted indicates the full range of earning potential for this position. Please indicate your salary expectation below.
- \* 3. Please provide a brief statement illustrating why you should be considered as the most qualified individual for this position.
- \* 4. IMPORTANT NOTE: Before submitting your application, be sure to review it for completeness and accuracy. This includes, but is not limited to: telephone numbers, previous salary, etc. Failure to provide sufficient detailed information may result in your application being rejected. A resume will not be accepted in lieu of completing the application.  
 I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected.
- \* Required Question