Job Description

**Salary Range:** $42,937 - $66,552

*This opening is in the Voter Registration & Elections Department.*

**Essential Functions:**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff; develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Prioritizes and schedules work activities to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Supervises warehouse operations and facilities; safeguards warehouse operations and contents; establishes and monitors security procedures and protocols; implements production, productivity, quality, and customer service standards; plans warehouse layout, product flow, and product handling systems; identifies trends; evaluates and recommends new equipment; and analyzes process workflow, space requirements, and equipment layout; and implements improvements.

Researches, purchases, and inventories commodities, equipment, and other supplies; conducts physical counts of inventory items; records issuing and usage; verifies and refines or updates required bid specifications; and maintains related records and documentation.

Oversees the administrative process through process assessments, measurements, and process mapping for better efficiency; formulates process documentation; organizes periodic and random cycle counts; formulates and monitors various administrative reports; populates database with stocking levels and other information for proper report generation and order tracking; performs regular maintenance on various inventory report statuses to keep system clean and updated; and reviews various system-generates reports for overall key performance drivers.
Manages the issuing, maintenance, servicing, and receiving of various types of equipment and supplies from the supply room.

Organizes and directs physical inventory counts; manages vending equipment acquisition, implementation, and orders replenishment items; and manages office product inventory for assigned department and emergency response procedures, non-stocked inventory, and expendable inventory items.

Receives and reviews various documentation, including attendance records, overdue equipment reports, operational budgets, equipment status reports, stock transfer reports and about-to-reorder reports, and physical inventory reports; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including inventory measures reports, open purchase order reports, performance evaluations, and performance measurements; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Facilitate all logistics related to the elections operation of voting sites, including moving equipment, furnishings, supplies, and materials; conduct pre-election testing and post-election equipment audits.

Serve as site manager for VRE warehouse space; oversee the department’s inventory of voting site supplies, tables, chairs, signs, voting machines, and equipment.

Attend and participate in mandatory ongoing training, including certifications and annual training.

Critical Competencies:

Ethics and Integrity: Respects and maintains confidentiality. Earns trust, respect, and confidence through honesty, forthrightness, and professionalism in all interactions

Multi-tasking: Proven multi-tasking skills with the ability to simultaneously handle multiple assignments in various stages. Ability to work in a fast-paced environment with changing priorities

Analytical Skills: Analytical skills with exceptional attention to detail

Minimum Qualifications:

Associate degree in Business Administration, Accounting or a related field; three years of experience in warehouse or supply chain management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver’s license.