

*Commissioners*

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**WILLIAM J. KRESSE**, *Commissioner/Secretary*  
**JUNE A. BROWN**, *Commissioner*



**CHARLES HOLIDAY, JR.**, *Executive Director*

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## **Division Manager--Warehouse**

### **Position Summary**

This position serves as the Warehouse Division Manager and is responsible for directing, coordinating and supervising the Board's warehouse functions and staff, including but not limited to day-to-day general warehouse operations, voting equipment storage, maintenance and delivery, ballot supplies, and document retention.

### **Salary Range**

\$ 110,000.00--\$122,000.00

This position is classified as Exempt under the Fair Labor Standards Act.

### **Essential Duties and Responsibilities:**

- Supervise and develop supervisors and staff skills in varying areas of responsibility by assigning duties and coordinating workloads in keeping with the demands of the election cycles.
- Monitor performance and provide feedback to Board employees, including teaching, supporting and modeling logistics in line with Board policies and procedures.
- Maintain quality and safety standards by ensuring fulltime, part-time and temporary agency employees are trained on company policies, standards and procedures; monitoring compliance to policies and procedures; distributing and maintaining procedures and supporting documentation.
- Advise senior management on matters impacting the warehouse in a timely manner.
- Coordinate with Human Resources and Finance in order to ensure required staffing levels are met through the use of fulltime, part-time and temporary agency employees.
- Prepare annual budget requests for the continuity of warehouse operations.
- Other duties as assigned.

### **Qualifications and Competencies:**

- Bachelor's degree in Business Management with a concentration in Logistics/Supply Chain or at least seven (7) years of experience in progressively responsible warehouse management positions.
- A minimum of 5+ years in a recent supervisory role.
- Demonstrated experience in performance management, particularly in the field of election administration logistics.
- Proficiency in Microsoft Office and Applications
- Excellent verbal and written skills.
- Strong conflict resolution and critical thinking skills.
- Excellent organizational skills, dependent and responsive with attention to details and ability to prioritize multiple tasks.
- Demonstrated ability to work effectively with diverse teams.
- Must be a resident of the City of Chicago.
- Must be able to work extended hours and weekends during election cycles
- Must be in compliance with the Board's mandatory COVID vaccination policy.

**All applications for this position will be received via email and must include a resume and cover letter. E-mail to: [mwebb@chicagoelections.gov](mailto:mwebb@chicagoelections.gov) include in the subject line: Division Manager Warehouse /Your Name. The posting will remain active until filled.**

**The Board is an Equal Opportunity Employer.**