

Commissioners

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Assistant Manager, IT

Position Summary

Join the Chicago Board of Elections as **Assistant Manager, IT!** The primary function of this full-time exempt role is to assist the IT Division Manager with the day-to-day oversight of the Board's IT department.

Salary Range: \$90,000 - \$98,500

Essential Duties/Responsibilities:

- Design, implement, administer, and support VMWare Windows virtual server platform, as well as data and elections network equipment (Routers, Switches, and Firewall).
- Oversee pre-election IT processes and work closely with outside election contractor staff to prepare the election IT functions.
- Train both IT employees and temporary staff on Board systems, networks, and solutions.
- Assist the Manager in researching and recommending changes and upgrades to Board IT systems; coordinate third-party maintenance for network equipment; maintain accurate and compliant licenses, certifications, and subscriptions.
- Assist the Manager of IT in troubleshooting and resolving hardware, software, and other network and system issues as well as analyzing current processes, technologies, and vendors to identify areas of improvement.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in Computer Science, Computer Engineering, Information Security Communications, or a related field
- Minimum of three (3) years of recent supervisory experience
- Three to four years of experience with LAN and WAN technologies, including multiple network operating systems, topologies, and protocols
- Three to four years of experience with Active Directory, DNS, DHCP, and Windows Clustering
- Experience with network diagnostic, monitoring, and analysis tools (e.g. Wireshark Network Analyzer)
- Ability to work in a fast-paced environment
- Excellent verbal and written communication skills.
- Availability to work extended hours and weekends during the election cycle.
- City of Chicago residency is required.
- Compliance with the Board's mandatory COVID vaccination policy is required.

All applications for this position will be received via email and must include a résumé and cover letter. E-mail hr@chicagoelections.gov and include in the subject line: **Assistant Manager, IT/Your Name.**

Equal Opportunity Employer