

Commissioners

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CHARLES HOLIDAY, JR., *Executive Director*

Warehouse Manager

Position Summary

Join the Chicago Board of Elections as **Warehouse Manager!** This full-time exempt position is responsible for directing, coordinating, and supervising the Board's warehouse functions and staff, including day-to-day operations, voting equipment storage, maintenance, delivery, ballot supplies, and document retention.

Salary Range

\$ 112,000.00--\$122,000.00

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 full-time, part-time, and temporary agency employees are trained on company policies, standards, and procedures; monitor compliance to policies and procedures; distribute and maintain procedures and supporting documentation.
- Advise senior management on matters impacting the warehouse in a timely manner.
- Coordinate with Human Resources and Finance to ensure required staffing levels are met through the use of full-time, 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. 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 and strong conflict resolution and critical thinking skills.
- Excellent organizational skills, dependent and responsive with attention to detail and ability to prioritize multiple tasks.
- Demonstrated ability to work effectively with diverse teams.
- 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.

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: **Warehouse Manager /Your Name**.

Equal Opportunity Employer