



Assistant Executive Director-Administration

Position Summary: This full-time exempt position reports directly to the Board's Executive Director and is responsible for overseeing the Board's daily administrative operations, including Human Resources, Finance, and Purchasing. Working closely with the Executive Director, the Assistant Executive Director will also oversee general office functions, including but not limited to the mailroom, the copy room, and receptionists.

Salary Range: \$144,000 - 154,000

Essential Duties and Responsibilities:

- Direct supervision of the human resources, finance and procurement functions of the Board.
- Assess Board policies and develop business strategies to ensure coordination across the various administrative functions in the Board's downtown and warehouse offices.
- Monitor performance and provide feedback to senior administrative management, including teaching, supporting and modeling logistics in line with Board policies and procedures.
- Advise the Executive Director on matters impacting administrative operations.
- Participate in Board of Election Commissioners meetings, providing updates on current and long-term projects impacting the administration of the Board.
- Oversee Board financial matters, ensuring best practices for procurement, contracts, grants, and staffing.
- Direct supervision of ADA and Communication staff.
- Attend external meetings at the request of the Executive Director, including City/County budget hearings, civic events, intergovernmental matters, conferences, etc.
- Oversee the operation and selection of staffing of Election Central for Election Day support.
- Execute other duties as directed by the Executive Director.

Qualifications and Competencies:

- Bachelor's degree in business management or demonstrated experience as a Chief Administrative Officer.
- A minimum of 10 years in a recent senior management position.
- Demonstrated experience in performance and cost management in a public sector workplace, preferably in election administration.
- Excellent organizational skills, dependent and responsive with attention to detail and ability to prioritize multiple tasks.
- Strong conflict resolution and critical thinking skills.
- Demonstrated ability to work effectively with diverse teams.
- Excellent verbal and written communication skills.
- High proficiency with Microsoft Office Suite, Adobe Acrobat Pro and related software.
- Availability to work extended hours and weekends during election cycles.
- City of Chicago residency is required.

Benefits:

Health benefits for Board employees are provided through [City of Chicago Benefits](#). Other Board benefits include vacation, sick, paid leave, and deferred compensation.

Email resume and cover letter to HR@ChicagoElections.gov with
Assistant Executive Director/Your Name as the subject line.
Equal Opportunity Employer