

## OFFICE OF THE COOK COUNTY CLERK

### Human Resources

118 N. Clark Street, Room 230  
Chicago, Illinois 60602  
(312) 603-5656



### STANDARD JOB DESCRIPTION

#### Director of Elections Operations Center

**Job Code:** 0067

**Job Title:** Director of Elections Operations Center

**Salary Grade:** 23

**Position I.D. No.:** 0013264

**Status:** Shakman Exempt

**Division:** Elections

#### Job Summary

The Director of Elections Operations Center reports to the Deputy Clerk of Elections. The Director is responsible for updating work and the process flow for the Elections Department. The Director develops and updates the work procedure manual using best election practices. The Director of Elections Operations Center must display the ability to operate autonomously and employ sound decision making skills in a fast paced, rapid environment that does not allow for collaboration with the Deputy Clerk of Elections. This role plays an integral in providing security to the physical machines used for all elections. In the event of a security breach of this location, the Director of Elections Operations Center must assess and evaluate the specific circumstances creating the breach and establish protocols to ensure that the integrity of the voting machines is not compromised and coordinate with proper authorities. The Director manages and oversees all development of Election Technology and assist the Deputy Clerk of Elections in management of the Elections Department. The position collaborates with the Information Technology department and election vendors to manage the election equipment for the Elections Department. This role is responsible for managing contracts related to elections equipment and election day supply coordination. In addition, this role is responsible for all personnel related issues at the Elections Operations Center.

This position will have access to confidential and sensitive information and will participate in “Confidential” meetings, communications and “Policymaking” related items, the position shall be selected by the Clerk of Cook County, or her or his designee.

#### Essential Job Duties

- Manage the production of awareness and intelligence products focused on election security.
- Manage communications to vendors ensure all items are promptly responded to and completed in a timely manner.
- Supervise, coach and mentor Elections team members.
- Secure the Election Operations Center and respond to threats or security breaches.
- Work collaboratively with both internal and external organizations on CIS efforts for improving cyber security across the county, with a focus on systems supporting elections processes.
- Identify and report on cybersecurity issues, emerging trends, technology standards, and compliance regulations affecting the election infrastructure subsector.
- Coordinate with other Operations departments to keep up-to-date on and enhance processes and procedures used to support the EOC.

- Confer with the Clerk to identify cybersecurity issues, emerging trends, technology standards, and compliance regulations affecting the election infrastructure, and implement policy as necessary related to such issues, trends, standards, and regulations.
- Communicate the Clerk's policies, including but not limited to CIS efforts for improving cyber security, with a focus on systems supporting elections procedures, to internal and external organizations such as the Illinois Board of Elections and Chicago Board of Elections.
- Communicate the Clerk's policies, including but not limited to the conduct of an orderly election, to vendors and the public.
- Act as a proxy for the Clerk, as necessary, in day-to-day implementation of election related the policies to be furthered by the work of the Elections Operations Center.

#### **Minimum Qualifications**

- Bachelor's Degree from accredited college or university
- Five (5) years of full-time experience managing and supervising a team, including direct supervision of employees
- Two (2) years of combined experience in:
  - elections administration;
  - other elections related work; OR
  - working in the capacity as a project manager responsible for critical projects.
- Proficiency with Microsoft Office applications, including Microsoft Excel or Access is required

#### **Knowledge, Skills and Abilities**

- Knowledge of databases, networking, file structures and a basic understanding of how Microsoft Office programs interact with each other and with data extracted from other programs
- Familiarity and experience with election data sets and ballot entitlement
- Strong written and verbal communication skills with vendors, contractors, and employees at all levels of management, including ability to prepare reports, and ability to present technical information to non-technical audiences
- Strong organizational skills, including effective time management, multi-tasking, and project management skills in a team environment
- High attention to detail and accuracy is required, as well as the ability to work successfully under pressure and meet critical deadlines
- Strong team leadership and interpersonal skills, and demonstrated success working collaboratively with subordinates, superiors, and other colleagues
- Strong ability to learn, use and explore various custom and off-the-shelf applications quickly is required
- Strong ability to perform data analytics, including benchmarking, demographic analysis, and targeted opportunities, and strong problem-solving skills.
- Ability to manage a team of staff and draft, prepare and administer performance evaluations
- Ability to work non-standard hours during peak election season (e.g evenings, weekends, etc., as needed)

#### **Physical requirements**

- Ability to stand, sit, and kneel for long periods of time.
- Use of hands and arms is necessary to reach or use various tools or objects
- Use of standard office equipment
- Ability to communicate written and verbally with others

*Any offer of employment will be contingent on the applicant passing a drug screening test, background check and any required pre-employment testing. New employees must establish residency in Cook County within six (6) months from their date of hire or face summary discharge.*

*The duties list is not set forth for the purpose of limiting the assignment of work. They are not to construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside of an employee's normal line of work.*