OFFICE OF THE COOK COUNTY CLERK

Human Resources
69 W. Washington Street, Suite 500
Chicago, Illinois 60602

EXTERNAL
STANDARD JOB DESCRIPTION
ELECTION DATA MANAGER

Job Code: 0067
Job Title: Election Data Manager
Salary Grade: 20
Salary: $80,000 - $90,000

Department Budget No: 11306
Position I.D. No.: 0005920
Status: Non-Exempt
Division: Elections

Job Summary

The Election Data Manager reports to the Deputy Clerk of Elections and his/her Director of Elections. The position oversees Election Data Unit staff and projects, including data quality control, data production, and voter registration list maintenance. The Election Data Unit handles voter registration record keeping, mapping of voter addresses to districts, ballot building and ballot entitlement. In addition to those core functions, the Election Data Unit performs significant amounts of data mining and analysis. The Election Data Manager works closely with all levels of management and all employees and contractors involved in election data entry and analysis. In addition, the position requires collaboration with the management team, staff and vendors regarding new voter registration systems and election management systems, and the development of standard operating procedures.

Essential Job Duties

- Oversee management of voter registration data, data quality procedures, data entry and measures to ensure the voters' records are complete, accurate, and current
- Manage ballot production system and databases, including election files between voter registration management system and election management system to layout and proof ballot designs; review and verify ballot styles and changes to ballots in all formats
- Manage printing projects for the Elections Department, including data preparation, printing and mailing Voter ID cards, household mailers, canvass mailers, address confirmation mailers, polling place change post cards, election day Signature Books, Who Voted Lists, and other voter information letters.
- Manage staff working with Geographic Information Systems (GIS) on election data, boundaries, and maps for precinct, polling place, other jurisdictions requests, as well as geocoding voter addresses, and ballot style analysis
- Manage staff working with Tableau on election data visualizations and analytics
- Review data and reports for the Clerk's office, staff, public, candidates, and media
- Coordinate with Illinois State Board of Elections to help deliver required survey data and reports

- Manage provisional ballot processing post-election, and manage post-election Discovery Recounts with regards to Provisional Votes and Early Votes, and support other recount data and procedures as needed
- Analyze election data statistics for internal and external projects, including post-election reports, social media, overlapping districts, precinct consolidation, and tax code reconciliation
- Other duties as assigned by elections management

This list represents the essential, but not the exhaustive list of tasks performed by the Position. The employee may be assigned additional duties by management as needed and required.

Minimum Qualifications

- Bachelor's Degree from accredited college or university
- Minimum of one years' experience managing and supervising a team, including direct supervision of employees
- Minimum of one years' experience in elections administration or other election industry experience, working in the capacity as a project manager responsible for critical projects
- Proficiency with Microsoft Office applications, including Microsoft Excel or Access

(Must bring original educational diplomas or certificates, driver's license, insurance card and coverage declaration summary for inspection at time of interview. Resume and application must clearly indicate duration of, and nature of work experience, for consideration in accordance with specific minimum qualifications.)

Preferred Qualifications

- Master's Degree, or other post-graduate degree from accredited college or university
- Experience with Tableau, ArcGIS, Microsoft SQL Server, Python, R, Microsoft SharePoint

Knowledge, Skills, Abilities and other Characteristics

- 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 with election data sets and ballot entitlement
- Strong written and verbal communication skills, 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, vendors, and other colleagues at all levels of management
- 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, forecasting and demographic analysis, and strong problem-solving skills.
- Ability to manage a team of staff and administer performance evaluations
- Ability to work non-standard hours (e.g. evenings, weekends, as needed) during peak election seasons

Physical Requirements
- May stand or sit for long periods of time.
- May be required frequently bend or stoop.
- May be required lift or carry up to 30 lbs.

Any offer of employer 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 listed are not set forth for the purpose of limiting the assignment of work. They are not to be 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.

Application Period: November 18, 2019 – December 1, 2019

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Application for employment must be made in person at the
Cook County Clerk's Office of Human Resources
69 West Washington Street, 5th Floor, Chicago, IL 60602
Or
Email Resume: countyclerk.Hr@cookcountyil.gov (Job Code: EDU11819)
COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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