

# Warehouse Operations Supervisor

## Elections Department Supervisor

ID 4297

Pay Range \$21.15 - \$27.50

Close Date: 11/12/21

### Link to posting:

<https://phh.tbe.taleo.net/phh04/ats/careers/v2/viewRequisition?org=PCG&cws=47&rid=4297>

## Warehouse Operations Supervisor

### Classification Title: Elections Department Supervisor, C22

### Location: 13001 Starkey Road, Largo, FL 33773

This is highly responsible supervisory work with extensive supervision responsibilities in directing activities for the efficient operation of the assigned department of the Supervisor of Elections. Performs work managing and directing activities for the efficient operations of a warehouse and inventory control. The supervisor plans, assigns, directs, and reviews the activities of staff. Performs complex office work involving the organization, testing, preparation and distribution of election equipment and supplies. Oversees the operations department call center and provides troubleshooting assistance for technical election related equipment and supply issues during elections. Responsible for delegating and overseeing a support staff engaged in similar work. Exercises a high degree of independent judgment and knowledge of agency and/or department operations. This is a highly physical position working for the Supervisor of Elections office with a heavy emphasis on warehouse work, requiring the ability to continually lift equipment weighing up to 50 pounds. Forklift certification is a plus.

### Essential Job Functions

- Assists elections administrators in assembling budgets, research and orders special materials, and prepares employee time and payroll records.
- Relieves managers of administrative detail by advising employees of departmental policies and procedures, preparing correspondence, preparing reports, assembling budget data, and developing presentations.
- Maintains departmental compliance with the Florida Elections Code; Section 203 of the Voting Rights Act; National Voter Registration Act (NVRA), Help America Vote Act (HAVA) and The Military and Overseas Voter Employment Act (MOVE); and Florida Administrative Rules.
- Organizes, tests, prepares and distributes election equipment and supplies.
- Follows elections procedures.
- Identifies opportunities for process and/or productivity improvements and works with supervisor to implement.
- Participates in operations department technical call center during every scheduled election.

- Performs related work as assigned or required.

### **Position Specific Qualifications**

**Experience** – Technical or professional experience in the planning, operations and management of tasks, storekeeping, inventory, personnel, and information preferably in a Supervisor of Elections agency or a related field.

- At least 5 years of experience as described above; or
- Associate degree and at least 3 years of experience as described above.
- Bachelor's degree, and at least 1 year of experience as described above
- An equivalent combination of education, training, and/or experience.
- Possession and maintenance of a valid State of Florida Driver's License upon hire with eligibility based upon evaluation of a Motor Vehicle Record (MVR) driving report.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Must be a registered Florida voter.
- Must be able to plan and organize workflow, set priorities to meet goals and election deadlines.
- Must be able to direct work, delegate and assign responsibilities to staff.
- Must assist in budget development and expense control for the warehouse.
- Must be able to maintain inventory control and organize disposal of surplus equipment.
- Must be able to use a computer, phones, and other equipment to provide information and resolve routine problems.
- Must be able to answer calls and assist poll workers with equipment and supply issues in the operations call center.
- Must be able to work compulsory work schedules during each election cycle, emergency, and/or disaster situations which may include nights, weekends, and holidays.
- Must be able to continually lift equipment weighing up to 50 pounds.

### **Highly Desirable**

- MS Office Suite (Word, Excel, Publisher, PowerPoint).
- Independent judgment and problem-solving skills.
- Forklift certification.
- Effectively utilizes resources (reports, policies, experience, and job knowledge) to draw logical conclusions to problems.
- Reasoning required for troubleshooting of equipment and problem solving.
- Basic computation skills required.

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

- Knowledge of federal, state and local election laws, regulations, rules and procedures.
- Knowledge of warehousing methods, safety precautions and procedures used in the receiving, inventory, storage and distribution of merchandise.
- Knowledge of database management, device acceptance testing, and maintenance of chain of custody.
- Knowledge of receiving equipment and supplies and assists in verifying against invoices and orders.
- Ability to develop and maintain departmental operations procedures.
- Ability to answer phone calls and troubleshoot election equipment over the phone.
- Ability to troubleshoot equipment problems and utilize a high degree of independent judgment and knowledge to resolve issues effectively.
- Ability to understand and follow oral and written instructions and keep accurate records.
- Ability to effectively utilize written and oral communication.
- Ability to lead and guide others in completion of assigned tasks.
- Ability to endure long periods of standing and walking and possession of sufficient physical strength and agility to lift and move heavy objects.

### **Physical/Mental Demands**

The work requires exerting up to 50 pounds of force occasionally, and/or up to 50 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes during normal and high stress situations.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

#### **Working Conditions**

- Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

**This position has supplemental questions. If unable to complete all questions, you may save your answers as a draft during the application process and return at any time prior to the closing date. Please note that the application is complete upon final submission.**