



## JOB DESCRIPTION DU PAGE COUNTY ELECTION COMMISSION

**CLASS TITLE:** Production Coordinator  
**JOB NUMBER:** 8031  
**FLSA STATUS:** Non-Exempt  
**GRADE:** 110

### **POSITION SUMMARY**

Under immediate supervision; performs work of moderate difficulty coordinating election related operations within the Election Commission production facilities; performs related work as required.

### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for coordinating and performing various warehouse tasks such as preparing, storing, repairing, testing, and distributing a variety of equipment, materials and supplies. Employees in this class act as lead workers and may instruct temporary and seasonal staff. Work is performed under the immediate direction of the Supervisor of Production Facilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Assists the Supervisor of Production Facilities
- Maintains inventory control of election equipment
- Evaluates and maintain equipment production and performance
- Manages configuration and logic and accuracy testing of voting equipment
- Provides direction to temporary staff
- Transports deliveries by van or truck
- Performs a variety of warehousing tasks including operating a forklift or pallet jack;
- Places equipment on racking systems
- Wraps, loads and unloads pallets for shipment and storage
- Maintains safe and clean work environment by keeping warehouse, shelving, pallet area, and entire office space neat and clean
- Complies with procedures, rules, and regulations
- Completes reports and data work by entering required information
- Recommends measures to improve and increase efficiency of process
- Employees of this class must also follow work procedures to meet warehouse demands as dictated by production schedules and work flow
- Assists in Election production
- Maintains regular attendance and punctuality

### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Adjusts work assignments and schedules based on election cycle to participate in election preparation.
- Adjusts work assignments and schedules in the event of an emergency to participate in emergency preparedness, response, and recovery activities as assigned.
- Depending on assignment may maintain required emergency management training, licensure and/or certifications.
- Performs related duties as required or assigned within job classification.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Department operations, policies and procedures
- Election Forms and procedures used throughout the County
- Business English, spelling, grammar and punctuation
- Administrative research methodologies and techniques
- Principles of warehousing and inventory control
- Applicable Federal, State and local laws, rules, regulations and/or Statutes

Skill in:

- Various office equipment copier, facsimile, and scanning devices
- Microsoft Office software Outlook, Word, and Excel

Ability to:

- Prioritize and assign work
- Resolve conflict
- Compile and analyze data and information
- Prepare complex reports
- Maintain filing systems
- Recognize problems, identify alternative solutions, and make appropriate recommendations
- Interpret and apply policies, procedures, and guidelines
- Write and edit documents
- Maintain confidentiality
- Manage calendars
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction

## **SUPERVISORY RESPONSIBILITIES**

None

## **EDUCATION and/or EXPERIENCE**

Two years of warehouse experience relating to equipment and chain of custody procedures. Computer experience including a general knowledge of productivity software recommended. Forklift certification a plus.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium Work: While performing the duties of this job, the employee is regularly required to stand, walk, use hands, arms, and feet to push, pull and operate tools and equipment, climb, crouch, stoop, crawl and lift, and have the ability to maneuver equipment up to 60 lbs.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work will occur in an office and warehouse environment. While performing the duties and responsibilities the employee may be exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, high or precarious places and other related conditions and situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Illinois Driver's License, commercial driver's license (CDL) within one (1) year of hire and forklift certification is required within 90 days of employment.

**ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Production Coordinator position and I certify that I can perform these functions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Date

\*Management has the right to add or change these duties of the position at any time.