



Assistant Manager --- Informational Technology (IT) Division

Position Summary

The primary function of the Assistant Manager is to assist the Manager with the day-to-day oversight of the IT Division of the Chicago Board of Election Commissioners (Board)

Salary Range: \$95,000-98,500

This position is classified as Exempt under the Fair Labor Standards Act.

Responsibilities:

- Design, implement, administer and support VMWare Windows virtual server platform, as well as data and Elections network equipment (Routers, Switches, and Firewall)
- Oversee pre-election IT processes and work closely with outside election contractor staff to prepare the election IT functions
- Train both IT employees and temporary staff on Board systems, networks and solutions
- Assist the Manager in researching and recommending changes and upgrades to Board IT systems; coordinate third-party maintenance for network equipment; maintain accurate and compliant licenses, certifications, and subscriptions
- Assist the Manager of IT in troubleshooting and resolving hardware, software, and other network and system issues as well as analyzing current processes, technologies, and vendors to identify areas of improvement
- Other duties as assigned

Required Qualifications:

- Bachelor's degree in Computer Science, Computer Engineering, or Information Security Communications, or related field
- Minimum of three (3) years of recent supervisory experience
- Three to four years' experience with LAN and WAN technologies, including multiple network operating systems, topologies, and protocols
- Three to four years' experience with Active Directory, DNS, DHCP, and Windows Clustering
- Experience with network diagnostic, monitoring, and analysis tools (e.g. Wireshark Network Analyzer)
- Ability to work in a fast-paced environment
- Must be able to work extended hours and weekends during election cycles
- Must be a City of Chicago Resident
- Must be in compliance with the Board's mandatory COVID vaccination policy
- Must be able to work on site at the Board's offices

All applications for this position will be received via email and must include a resume and cover letter. E-mail to: hr@chicagoelections.gov and include in the subject line: Assistant Manager – IT/YOUR NAME. The posting will remain active until filled.

The Board is an Equal Opportunity Employer.