



## Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B0175	<b>Title:</b>	Warehouse Manager
<b>Pay Group:</b>	14	<b>Department:</b>	Elections Administrator
<b>FLSA Status:</b>	Non – Exempt	<b>Reports To:</b>	Election Administrator
<b>Approved Date:</b>		<b>EEOC Category:</b>	Office and Clerical

### General Summary:

Manages the warehouse and voting equipment.

### Essential Duties:

Maintains and organization of warehouse and election equipment.  
Program and pre-define election equipment (including chain of custody paperwork).  
Deliver election equipment for early voting and election day vote centers.  
Set up election equipment for early voting and election day vote centers.  
Technical support for equipment problems during early voting and election day.  
Retrieve voting equipment from early voting and election day vote centers.  
Maintain all current election forms.  
Assemble forms packets and supply bags for early voting and election day.  
Testing of election equipment.  
Record keeping of all inventory (equipment, forms, supplies).  
Cross train in voter registration (data entry into TEAM, scan into laserfiche).  
Scan required documents for digital retention.

Other Duties as assigned.

<i>Supervision</i>	
<b>Received:</b>	Election Administrator and Elections Coordinator
<b>Given:</b>	

<i>Education</i>	
<b>Required:</b>	High school diploma or equivalent; plus at least three year of experience in an office environment; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Legal and computer knowledge, previous experience working with the public, telephone skills, ability to prioritize daily work. General knowledge of election law and procedures.
<b>Preferred:</b>	

<i>Experience</i>	
<b>Required:</b>	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.
<b>Preferred:</b>	

<i>Certificates, Licenses, Registrations</i>	
<b>Required:</b>	Texas Driver's License
<b>Preferred:</b>	

<i>Physical Demands</i>	
<b>Typical:</b>	<p>Standing: Program election equipment, organizing the warehouse, deliver of equipment.</p> <p>Sitting: At desk, computer work, attending meetings.</p> <p>Lifting: Lifting voting machines or equipment, training or printed materials.</p> <p>Carrying: Files, voting machines or equipment, ballot cans, training or printed materials, projector and screen.</p> <p>Pushing/Pulling: Dollies loaded with voting equipment or supplies, file boxes, chairs, tables.</p> <p>Reaching: Files, training or printed materials, office supplies, telephone.</p> <p>Handling: Paperwork, files, training or printed materials, voting equipment, voting supplies.</p> <p>Fine Dexterity: Computer keyboard, calculator, telephone, pens, keys, keypad, typewriter, copy machine, fax machine.</p> <p>Kneeling: Voter machine set up, training materials/equipment set up</p> <p>Crouching: Setting up machines or equipment or filing in lower drawers.</p> <p>Crawling: Setting up machines or equipment.</p> <p>Bending: Filing, retrieving materials, setting up voting machines/training equipment.</p> <p>Twisting: Twisting and turning in chair from computer to desk, phone, etc.</p> <p>Climbing: Step stool, ladder, stairs.</p> <p>Balancing: Walking, setting up materials, presentations/training equipment.</p> <p>Vision: At all times for computer, reading, driving, proof reading.</p>
<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	<p>A working knowledge of business English and spelling, typing skills, and computer skills are required. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure and training manuals. Ability to write routine reports and correspondence. General knowledge and experience in office practices, procedures and multifunctional tasks. Ability to add, subtract, multiply, and divide in whole numbers. The ability to work under pressure and with irrational customers. Requires organizing, prioritizing, accuracy and attention to detail, flexibility in order to perform a variety of duties, performing routine repetitive duties, working in high volume environment, maybe required to work irregular hours and/or overtime. Must be familiar with the Texas Election Laws. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to solve problems in a quick and efficient manner. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to pass a background check as required by the Texas Election Code.</p>
<i>Work Environment</i>	
<b>Typical:</b>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.</p> <p>The noise level in the work environment is usually moderate. The employee is constantly required to perform multiple tasks simultaneously; to switch from one task to another, and work under time pressures to meet deadlines. The employee is frequently required to work closely with others as a part of a team, and to perform tedious, exacting work. Employees will be required to perform other tasks as assigned.</p>