



Make working for
The City work for you.



Team Lead, Logistics

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Team Lead, Logistics reporting to the Leader, Election Logistics, you will lead a team of analysts, election clerks, and specialists responsible for performing facility inspections of 280+ facilities, overseeing 2 warehouse locations with a combined space of over 20,000 sq ft, leading multiple election related procurements, and delivering all materials and technology to voting stations safely and securely. Primary duties include:

- Lead a project area team including staff development, coaching, direction, and assistance in dealing with interested parties, customers, and other City staff.
- Help determine voting subdivisions, select facilities, and inspect facilities for both Advance Vote and Election Day.
- Lead warehousing projects including space planning, building of election station kits, coordination of deliveries to voting stations, and receiving/securely storing critical election materials.
- Assist leadership with the completion of Statutory obligations under the Municipal Government Act (MGA), Local Authorities Election Act (LAEA), and Elections Bylaw (Bylaw 35M2018); ensure voting station materials are delivered on schedule and securely.
- Prepare and coordinate reports to leadership and other items that are requested by the leaders; inform leaders on project status and escalate issues as required.
- Liaise with other municipalities to investigate strategies, processes, and benchmarking.
- Ensure compliance with legislation and corporate policies and procedures.
- Work with other Team Leads to understand materials to be ordered, kitting requirements, and election processes. Oversee procurement projects related to voting station materials and coordinate with Supply to ensure procurement best practices and policies are maintained.
- Determine, implement, document, organize, and supervise pre- and post-event procedures.
- Lead daily scrum meetings with the logistics team to ensure project deadlines are met and issues are identified.

Qualifications

- A degree in Public Administration, Business, Management, Communication, or another related field, and at least 5 years experience including formal or informal leadership, business analysis, and project management or coordination.
- Warehousing/supply chain experience, including space planning and organization, procurement, inventory management, and delivery coordination considered an asset.
- Team leadership and operational planning including team engagement, coaching, performance management and business plan development and implementation considered an asset.
- Election-related experience would be considered an asset. Experience using Microsoft Office suite considered an asset. Equivalent combinations of experience and education may be considered.
- Excellent critical thinking, analytical skills and strong attention to detail and organizational skills.
- Strong communication skills, and comprehension of legislation/legal terminology are essential for success in this position.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.
- A security clearance will be conducted.

Union: Exempt
Position Type: Temporary (Up to 18 months)
Compensation: Level E \$83,059 - 125,413 per annum
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: City Clerk's Office
Location: 2340, 22 Street N.E.
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.
Apply By: July 15, 2024
Job ID #: 310092

Apply online at www.calgary.ca/careers