

Assistant Returning Officer

City Clerk's Office



(Contract position for up to ten months)

SCOPE AND MAJOR RESPONSIBILITIES:

- Assists the Returning Officer in fulfilling requirements of *The Local Government Election Act*.
- Assists with the establishment of the election office
- Coordinates bookings and set-up of polling locations including site visits, management of lease requirements, arrangements for technology and facility needs (i.e. security, supplies, and furniture).
- Assists with recruiting short-term election coordinators for advance, special and hospital polls.
- Assists with recruitment and training of election officials (includes creating training content).
- Oversees voting and related activities including distribution of ballot boxes, ballots, vote counting equipment, and election supplies.
- Oversees the return of ballots, vote counting equipment, and election supplies following close of polls.
- Oversees programming and testing of vote tabulation machines and software with election equipment vendor.
- Provides support and problem solving to key election officials.
- Manages transmission of election night returns.
- Completes post-election activities including tabulation of final results, supply inventory, and closing of election office.
- Performs other related duties and assigned.

QUALIFICATIONS:

- A two-year diploma in public administration, business administration, or related field.
- Previous Returning Officer training or experience with Provincial Elections or Elections Canada preferred.
- Project/event management experience would be an asset.
- Demographic and geographic knowledge of the City and its neighbourhoods would be an asset.
- Knowledge and understanding of *The Local Government Election Act*.
- Thorough knowledge of elections and elections policies and procedures.
- Demonstrated interpersonal and communication skills.
- Ability to build relationships and engage with election officials.
- Ability to work with limited supervision with an ability to organize election processes.
- Proven ability to plan, coordinate and meet deadlines.
- Ability to prioritize and work under pressure.
- Proficient in the use of Microsoft Office Suite.

REQUIREMENTS AND HOURS OF WORK:

- This is a contract, hourly assignment for up to 10 months. Hours will vary based on operational needs, with increasing hours as the election date (November 9, 2020) approaches.
- Must be available to work Monday to Friday between 8 a.m. and 5 p.m. including evenings and weekends (October 1 to November 15, 2020) or as required.
- Possession of a valid Saskatchewan Class 5 Driver's Licence.
- Current driver's abstract demonstrating a safe driving record
- A vehicle suitable for use in the performance of duties is required
- Physical ability to repetitively lift and carry bulky items weighing up to 40 lbs.

SALARY: \$70,000 per annum (prorated)

CLOSING DATE: open until filled

PREFERRED START DATE: March 9, 2020