

Election Office Coordinator

City Clerk's Office



(Contract position for up to ten months)

SCOPE AND MAJOR RESPONSIBILITIES:

- Provides administration support for the Returning Officer and Assistant Returning Officer in fulfilling requirements of *The Local Government Election Act*.
- Facilitates administration of the election office.
- Assists with booking of polling locations (regular, advance, special, hospital, mobile).
- Assists with recruitment, organizing, training and directing of temporary election officials.
- Provides customer service for candidates, electors, and election workers, including answering or redirecting emails, telephone calls and in-person inquiries.
- Assists with ordering and distributing ballot boxes, ballots, vote counting equipment, and election supplies including coordinating logistics with voting locations across the city.
- Facilitates media releases and updates the City's election website.
- Assists with the nomination process and mail-in ballot process.
- Receives election officials' hours worked and maintains it for payroll processing.
- Prepares written forms, documents, manuals and election-related correspondence.
- Compiles election worker evaluations following the election.
- Assists with closing of the Election Office.
- Performs other duties as assigned.

QUALIFICATIONS:

- Two-year diploma or a recognized 2-year business-related program.
- Proven experience working in a fast-paced office environment.
- Experience in public sector and knowledge of municipal elections is preferred.
- Project coordination and previous election-related experience would be considered an asset.
- Demonstrated ability using Adobe Acrobat and Microsoft Office Suite.
- Effective customer service and time management skills including the ability to undertake multiple tasks, meet deadlines, address customer requests while maintaining a strong attention to detail and accuracy and maintain orderly files and related administrative processes.

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. as well as some evenings and weekends from October 1 to November 15, 2020.
- Physical ability to repetitively lift and carry bulky items weighing up to 20 kgs (40 lbs).

SALARY: \$58,000 per annum (prorated)

CLOSING DATE: open until filled

PREFERRED START DATE: March 9, 2020