



### **Returning Officer (Municipal By-Election)**

<b>POSITION TITLE:</b>	Returning Officer 2020 By-Election
<b>REPORTS TO:</b>	Municipality of Crowsnest Pass
<b>REVISION DATE:</b>	May 2020
<b>WAGE:</b>	\$ 35.00 per hour
<b>STATUS:</b>	Temporary Contract Position- Part-Time (Approx. 100 hours)

#### **Position Summary**

The Returning Officer provides independent and impartial leadership for running the 2020 Municipal By-Election including serving as the primary contact for related inquiries, receiving nominations, organizing the polls, hiring and training Election Workers, and ensuring accurate counts in compliance with all regulations and requirements.

#### **Key Duties and Responsibilities**

1. Serves as the primary contact for the 2020 Municipal By-Election including responding to inquiries and requests for information from voters, candidates and members of the public.
2. Hires and trains Election Workers to work on Election Day and the Advanced Poll, also appoints deputies and other persons as required.
3. Establishes the voting stations and ensures adequate supplies for the polls including ballots, boxes and other office supplies.
4. Receives nominations on Nomination Day.
5. Oversees the Advanced Poll, Election Day, and the Institutional Votes.
6. Oversees an accurate counting of ballots, prepares the ballot account and announcement of results to Municipal Affairs and on Municipal Website.
7. Compiles results and ensures compliance with all regulations and requirements.
8. Ensures the proper retention and disposal of election materials in accordance with statutory requirements.
9. All other duties as required for the successful conduct of a Municipal Election.

#### **Knowledge, Abilities and Skills**

- Knowledge of the Local Authorities Elections Act of Alberta.

## **Job Description – Returning Officer**

- Experience working in previous elections is required.
- Must have attended or be willing to attend Returning Officer Training.
- Leadership experience including directing day to day work activities of a diverse team.
- Commissioner for Oaths would be an asset for the administration of oaths, but is not required.
- Ability to exercise sound judgement, impartiality in a variety of situations.
- Comfortable public speaking and conducting training for the Election Workers
- Class 5 Driver’s License and/or ability to travel freely between the voting stations on Election Day as required.

### **Statutory Requirements**

- The Returning Officer may not be a candidate for the elected authority for that local jurisdiction.
- The Returning Officer must be independent and impartial when performing the duties of Returning Officer

### **Time Commitment Required**

- Approximate hours that will be required are 60-100 hours from August-October 2020.
- Must be available to take phone calls and inquiries throughout the term and conduct election preparatory work.
- Must be available to host 2 training sessions with Election Workers in September.
- Must be available September 8 for Nomination Day.
- Must be available on Advanced Poll and Election Day for long hours (12-16 hours). Election Day is October 19, 2020.