



Returning Officer (Municipal Election)

POSITION TITLE:	Returning Officer
REPORTS TO:	Municipality of Crowsnest Pass
REVISION DATE:	February 2021
WAGE:	Dependent on experience and qualifications
STATUS:	Temporary Part-Time (April-October)

Position Summary

The Returning Officer provides independent and impartial leadership in running the Municipal Election in accordance with applicable legislation including serving as the primary contact for election 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. Serve as the primary contact for the Municipal Election including responding to inquiries and requests for information from voters, candidates and members of the public.
2. Hiring and training 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. Receiving nomination papers for prospective candidates through the duration of the nomination period.
5. Assists the Municipality in planning and conducting a Candidates Information Session.
6. Overseeing the Advanced Poll, Election Day and the Institutional Votes.
7. Oversees an accurate counting of ballots, prepares the ballot account and announcement of results to Municipal Affairs and on Municipal Website.
8. Compiling results and ensuring compliance with all regulations and requirements.
9. Ensures the proper retention and disposal of election materials in accordance with statutory requirements.
10. 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.
- 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

- Hours of work will be part time and irregular, will vary depending on the election cycle with the majority of hours taking place in September and October in the period preceding the election.
- 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 mid-September and a candidate information session with Municipal staff.
- Must be available Sept 20 from 10-noon for Nomination Day.
- Must be available on Advanced Poll and Election Day for long hours (12-16 hours). Date of Advanced Poll is to be determined, and Election Day is October 18, 2021.