



Job Description

Job Title:	Returning Officer - Alternate
Location:	Varies. Two positions are available – one for Alberta – North and one for Alberta – South.
Full/Part Time:	If appointed to an electoral division, part-time leading up to the election period (pre-September 21); full-time during the election period (after September 21)
Regular/Temporary:	Contract term to expire on Election Day
Scope:	Open Competition
Closing Date:	Until all recruitment is complete

Job Overview:

This position will report to the Office of the Chief Electoral Officer (Elections Alberta), an independent office of the Legislative Assembly of Alberta.

The Returning Officer - Alternate will be trained and prepared for an appointment to an electoral division on short notice should a vacancy arise within their designated area in the province. Travel for extended periods may be required during an election event.

Returning Officers are responsible to conduct electoral events that are occurring in their electoral division, which could include general elections, senate elections, by-elections, enumerations, plebiscites, referenda, initiative votes and recall votes. All Returning Officers must be fair, non-partisan and impartial in conducting these events in their electoral division.

Role:

The Returning Officer - Alternate may be appointed to an electoral division should a vacancy arise within their designated area in the province at any time before or during the electoral event. Upon

learning of a challenge or issue in a returning office, the Returning Officer – Alternate will work with Elections Alberta to identify which staff is most suited and available to fill in.

The duties required of the Returning Officer - Alternate may include any or all of the following, depending on the timing of a potential appointment to an electoral division. Direction will be provided by the Chief Electoral Officer at the time of the appointment.

General

- Administer the relevant legislation in the electoral division and ensure staff and election officers adhere to all requirements of the legislation. This may include, but is not limited to, the *Election Act*, *Alberta Senate Election Act*, *Referendum Act*, *Citizen Initiative Act* and *Recall Act*.

Preparing for Electoral Events

- Recruit and hire a team of returning office staff using Elections Alberta's programs and procedures
- Reviews and makes recommendations for changes to the polling subdivision boundaries to facilitate access and efficiency to voting opportunities for electors.
- Identifies locations for polling places for Election Day voting, advance polls, and mobile polls. Conducts site tours and makes recommendations for primary and secondary locations.
- Identifies a location in the electoral division to be utilized as a returning office and arranges office lease and furniture requirements.
- Provides community outreach by engaging with specific stakeholder groups and delivering presentations to the communities in the electoral division.
- Conduct enumeration or registration activities in the electoral division to update the list of electors.

Conduct Electoral Events

- Establish a returning office and manage the inventory, supply, and distribution of materials.
- Supervise and lead the team to ensure operational effectiveness during an electoral event and ensures the team complies with the instructions of Elections Alberta.
- Finalize all arrangements for polling places, including dates, access, payment, and furniture requirements.

- With the assistance of the returning office team, recruit, hire, and train all election officers in the electoral division using Elections Alberta's programs and procedures. Ensures all election officers in the electoral division are entered into payroll and subsequently paid.
- Communicate information to the public, candidates, political parties and media about the electoral process, nomination process and voting process.
- Inform the Returning Officer Liaison and Elections Alberta of any challenges or situations as they arise.
- Oversee the voting process throughout the electoral division, ensuring that it is conducted as per legislated requirements and the Chief Electoral Officer's directives.

Contribute to the Success of Future Electoral Events

- Maintain a thorough, up-to-date awareness of the requirements of all relevant legislation and training materials.
- Review electoral practices and procedures as requested by the Chief Electoral Officer.
- Contribute to the improvement of the electoral process by seeking more efficient ways of administering the electoral process within the electoral district and share best practices with Elections Alberta for future consideration.

Eligibility / Restrictions:

Statutory Requirements

All Returning Officers must be qualified to vote in Alberta. Applicants must be Canadian citizens, 18 years of age or older, and ordinarily resident in Alberta.

Conditions of Appointment/Employment (*Election Act*, Sec. 12)

No person who has been appointed or is acting as a returning officer, election clerk or administrative assistant may:

- (a) engage in political activity on behalf of any political party, candidate, or constituency association, or
- (b) make a contribution under the *Election Finances and Contributions Disclosure Act*, while the person is so appointed or acting.

Returning Officers must be eligible for appointment in accordance with Section 46 of the *Election Act*.

Persons ineligible to be election officers (*Election Act*, Sec. 46)

The following persons shall not be appointed or act as returning officers or election clerks:

- (a) persons who are not electors,
- (b) members of the Parliament of Canada,
- (c) members of the Legislative Assembly,
- (d) municipal councillors,
- (e) school board trustees,
- (f) candidates,
- (g) official agents,
- (g.1) chief financial officers,
- (h) judges of federal or provincial courts,
- (i) persons who have within the immediately preceding 10 years been convicted of an indictable offence where the penalty that may be imposed for that offence is greater than 2 years' imprisonment.

Qualifications and Competencies:

Knowledge

Successful candidates must:

- Understand the *Election Act*,
- Understand the duties required of a Returning Officer,
- Have a strong familiarity with computer systems and related technologies, including:
 - Proficiency working in Microsoft Windows,
 - Competency with Microsoft Office (Word, Excel, Outlook), and
 - Aptitude working with Internet-based software and applications.
 - Ability to troubleshoot issues relating to computers and electronic equipment.

Skills

Successful candidates should demonstrate:

- Leadership
 - Ability to supervise and motivate staff to deliver a successful election.
 - Competency with respecting the opinions, abilities, and contributions of others.
 - Readiness to provide guidance and support to all election officers.
 - Aptitude for resolving disputes and developing solutions to interpersonal conflicts.
 - Ability to place organizational interest ahead of personal convenience.
- Management
 - Ability to collaborate with others in a team-based environment.
 - Proficiency in making sound decisions while working under pressure.

- Understanding of the effect of any decisions made while holding this office.
 - Capacity for recruitment, interviewing, and training, as demonstrated by the candidate's work history or volunteer experience.
 - Competency working responsibly within an established chain of command.
 - Management and/or administrative experience with electoral processes
- Organization
 - Ability to organize large-scale community events.
 - Experience in managing special events in short time frames.
 - Proficiency in completing tasks within clearly defined deadlines.
- Community Involvement
 - Interest in their local community and municipality
 - Connection with local community groups or organizations
 - Confidence with public speaking and leading community-based engagements
- Interpersonal Skills
 - Effective communication skills, both oral and written
 - Experience working cooperatively with others and resolving conflict.
 - Judgment, tact, and diplomacy in handling confidential information
 - Maintains a good rapport with a variety of stakeholders.

Abilities

The successful candidate should also demonstrate:

- Flexibility
 - Availability to manage electoral events, sometimes on short notice.
 - This role requires flexibility in both the start date of work as well as the hours of work throughout both the pre-election period and election events, including potential full time hours during electoral events.
 - Ability to learn new skills.
 - Adaptability to changing timelines.
- Mobility
 - The position requires that applicants be able to lift 9kg (20 pounds) and can sit for extended periods.
 - Access to a vehicle and a valid driver's licence (class 5) is required, as travel to and within the electoral division may be necessary.

Fees and Honorariums:

The Returning Officer – Alternate will be paid a monthly honorarium of \$165 starting in the month that they are commenced and ending on the electoral event date. If appointed, the Returning Officer – Alternate will continue to receive their honorarium and a fee for service at the rate of \$33 per hour for all pre-election activities and training attended. For the election period, the Returning Officer - Alternate will be paid for hours worked up to a maximum of \$15,000. This rate includes all pay, including overtime and 4% vacation pay. Source deductions (Income Tax, EI, and CPP) will be taken based on the submitted TD1 and TD1 AB forms.

All hours for service will be pre-approved by Elections Alberta, with maximums identified for each activity. If appointed to an electoral division, the Returning Officer - Alternate will be paid fees for services provided according to the fees detailed in the in the Returning Officer Handbook.

This honorarium is intended to provide payment for work the Returning Officer - Alternate completes on an ongoing basis including discussions and emails with Elections Alberta staff or Returning Officer Liaisons, engagement and networking in their electoral division and planning for future events.

Expenses

Travel to and within the assigned geographical area, and to and from training sessions may be required. The following expenses may be claimed where travel is required:

1. use of a private vehicle at a rate of \$0.570 per kilometre travelled,
2. accommodation in the amount shown on the bill if service delivery requires overnight stay, and
3. meal allowances in the following amounts, if service delivery requires travel outside the municipality in which the Returning Officer resides.
 - a. An allowance of \$13.00 for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
 - b. An allowance of \$18.00 for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
 - c. An allowance of \$28.00 for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.

The Returning Officer - Alternate is expected to submit their expenses with other supporting documentation required by Elections Alberta upon the completion of each activity.

How to Apply:

For more information about this position and to start the application process, please visit the “Jobs” section of our website, at www.elections.ab.ca/jobs/.

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meet the needs of the position. Only individuals selected for interviews will be contacted. Final candidates for these positions may be asked to undergo a security screening.

This competition may be used to fill future vacancies for provincial and federal election staff positions.