



## Job Description

<b>Job Title:</b>	Returning Officer
<b>Location:</b>	Residing in the electoral division preferred; election office to be established in the electoral division in a location approved by the Chief Electoral Officer
<b>Full/Part Time:</b>	Part-time leading up to and post-Election Day; full-time during the election period and other electoral events
<b>Regular/Temporary:</b>	Contract term to expire 4 months after Election Day for the next provincial general election
<b>Scope:</b>	Open Competition
<b>Closing Date:</b>	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.

One Returning Officer will be appointed to each provincial electoral division. 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:

### 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

- 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.
- Recruit and hire a team of returning office staff using Elections Alberta's programs and procedures
- 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.

Preference will be given to applicants that reside in the electoral division in which they seek appointment.

### 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) councillors under the *Municipal Government Act*,
- (e) trustees of a board of trustees under the *School Act*,
- (f) candidates,
- (g) official agents,
- (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 the election events, including 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 within the electoral division is necessary.

### **Salary:**

See Returning Officer Fee Schedule.

### **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/](http://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.