



## Job Description

<b>Job Title:</b>	Returning Officer Liaison
<b>Location:</b>	Election offices (remote and on-site) are established by Returning Officers in electoral divisions in a location approved by the Chief Electoral Officer.
<b>Full/Part Time:</b>	Part-time leading up to the election period and post-election; full time during the election period and other electoral events
<b>Employment Duration:</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>	Open Until Filled

## Job Overview

This position reports to the Chief Electoral Officer (Elections Alberta), an independent office of the Legislative Assembly of Alberta. Returning Officer Liaisons represent Elections Alberta in the field.

Returning Officer Liaisons provide supervisory guidance, support, and are the first point of contact for Returning Officers and other field staff. This role assists Elections Alberta in delivering training to returning office staff, monitoring performance and providing support, clarification, and direction on activities and deadlines. During an electoral event, this position is required to conduct site visits to returning offices, observe office set-up/training sessions, and visit voting locations.

All Returning Officer Liaisons must be fair, non-partisan and impartial in supporting electoral divisions in their region.

## Role

### General

- Support returning offices in administering electoral events and ensure staff adhere to all requirements of the legislation, including the *Election Act*, *Election Finances and Contributions Disclosure Act*, *Alberta Senate Election Act*, *Referendum Act*, *Citizen Initiative Act* and *Recall Act*.
- Provide timely and consistent guidance, coaching and support to Returning Officers and ensure completion of tasks and responsibilities on time and within guidelines established by Elections Alberta.
- Answer returning office questions regarding Elections Alberta policies and procedures.
- Act as an intermediary between Returning Officers and Elections Alberta. This includes serving as the returning offices' first point of contact to answer questions and resolve issues that arise in electoral divisions.
- Participate in user-acceptance testing, procedural testing and mock exercises, and document reviews and process feedback.
- Prepare and present to school groups and community organizations, as the need arises, present the "Building Future Voter" program, and attend conferences and conventions to represent Elections Alberta.
- Additional responsibilities may be added at the discretion of Elections Alberta.

### Support the Preparation of Electoral Events (Pre-Writ Period)

- Attend and assist with the delivery of training sessions.
- Support Returning Officers to complete map review.
- Conduct map review for electoral divisions with Returning Officer vacancies.
- Support Returning Officers and Election Clerks in preparing and completing enumeration activities, as required.
- Assist with recruitment and hiring of returning office staff.
- Review, follow-up, and provide feedback on all returning office tasks assigned by Elections Alberta.

- Review & provide feedback/advice to Returning Officers regarding returning office and voting place selection.
- Organize and lead weekly check-ins with Returning Officers, encouraging collaboration and information sharing related to experiences, advice, and issues resolution.

#### Support the Conduct of Electoral Events (Writ Period)

- Provide oversight and guidance to returning offices as they conduct electoral events.
- Monitor deadlines and promptly report expected delays to Elections Alberta.
- Resolve issues and problems in electoral divisions, notifying Elections Alberta as necessary.
- Participate in daily meetings with Elections Alberta.
- Organize and lead daily check-ins with Returning Officers, encouraging collaboration and information sharing related to experiences, advice, and issues resolution.
- Observe training sessions in each electoral division, as necessary.
- Visit voting places on voting days, as required.
- Observe & support the unofficial count and the official count / verification, where necessary.

#### Contribute to the Success of Future Electoral Events

- Participate in Elections Alberta electoral event evaluations, surveys, and debriefs.
- 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 sharing best practices and processes with Elections Alberta for future consideration.

## **Eligibility / Restrictions**

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

The following persons shall not be appointed or act as Returning Officer Liaisons:

- 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 a school division under the Education 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.

Preference will be given to applicants who reside in regions of the province with Returning Officer Liaison vacancies.

## **Qualifications and Competencies**

### Experience

Successful candidates must have:

- Election experience as a Returning Officer, Election Clerk, or other returning office staff position (Trainer, IT Support, Administrative Assistant) with Elections Alberta; experience as a Field Liaison Officer with Elections Canada or equivalent with Elections Alberta; other election management experience.
- Experience as a manager, leading teams and projects.

### Knowledge

Successful candidates must:

- Understand the *Election Act* and other relevant legislation.
- Understand the duties required of a Returning Officer Liaison, all field staff, and election officer positions.
- Be familiar with the electoral division's unique features such as but not limited to addressing difference, rural landscapes, growth.
- Have a strong familiarity with computer systems and related technologies, including:
  - Comfortability in Microsoft Windows
  - Competency with Microsoft Office (Word, Excel, Outlook)
  - Ability to work with internet-based software and applications, and

- Aptitude for troubleshooting issues relating to computers and electronic equipment.

## Skills

Successful candidates should demonstrate:

- Leadership
  - Ability to provide clear and competent leadership to assigned electoral divisions.
  - Confidence engaging in public speaking and leading training sessions.
  - Ability to use tact and diplomacy while respecting the opinions, abilities, and contributions of others.
  - Conflict resolution skills and aptitude for resolving disputes and developing solutions to interpersonal conflicts.
  - Ability to place organizational interest ahead of personal convenience.
- Management
  - Ability to proactively recognize and quickly respond to emergent problems in electoral divisions.
  - Capacity to triage problems and shift priorities as necessary in a quickly changing environment.
  - Ability to identify issues that should be referred to Elections Alberta.
  - Competency working responsibly within the established policies, procedures, and reporting structures established by Elections Alberta.
  - Ability to make decisions within the boundaries of the applicable legislation and while adhering to Elections Alberta's policies and processes while working under pressure.
- Organization
  - Proficiency in completing tasks within clearly defined deadlines.
  - Ability to allocate time efficiently to support numerous field offices in different electoral divisions.
  - Capacity for recruitment, interviewing, and training.
  - Competency in supervising various offices with differing challenges, dynamics and personalities.
- Interpersonal Skills
  - Effective communication skills, both oral and written.
  - Demonstrable judgment, tact, and diplomacy in handling confidential information.

## Abilities

The successful candidate should also demonstrate:

- Flexibility
  - Availability to manage tasks and events, sometimes on short notice.
  - Ability to learn new skills.
  - Adaptability to changing timelines.
  - 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.
- Mobility
  - The position requires that applicants be able to lift 9kg (20 pounds) and sit for extended periods.
  - Access to a vehicle and a valid driver's licence (class 5) is required.
  - Ability to travel to various electoral divisions, as necessary.

## **Salary**

See the Returning Officer Liaison 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: [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.