Job Description

Job Title:	IT Support Staff
Location:	Electoral Division of residency preferred; election office to be established in a location identified by the Returning Officer
Full/Part Time:	Up to 100 hours to be completed during the Election Period prior to Election Day
Regular/Temporary:	Contract Term for the Election Period, starting with the issuing of the Writ of Election and ending just prior to Election Day

Scope   Open Competition

Closing Date   Until all recruiting is completed

This position reports to the Returning Officer (RO) in the electoral division. The RO reports to the Office of the Chief Electoral Officer (Elections Alberta), an independent office of the Legislative Assembly of Alberta.

Job Overview

One IT Support Staff is appointed in each provincial electoral division for the purpose of providing support for the technology used at advance and special mobile poll locations. The IT Support Staff supports the trainer in conducting advance poll training for election officers and provides IT support throughout all advance poll days.

Role – Key Activities

Under the guidance of the Returning Officer, the IT Support Staff will:

- Prepare for advance poll training sessions, following the Training Guidebooks provided by Elections Alberta, delivering supplies and materials, and classroom set-up and clean-up.
- Assist the trainer to complete advance poll training sessions following the Training Guidebooks provided by Elections Alberta.
- Prepare IT equipment for advance polls, including loading software and files on the laptops, as directed by Elections Alberta.
- Coordinate the delivery of all IT equipment and supplies to the advance poll locations, either sending the equipment with election officers working the polls, transporting the required equipment or making arrangements with RO Office Staff to transport the equipment.

- Be available throughout the advance poll days, including time for the daily set up and close of poll activities. Depending on the location of advance and special mobile polls, may be required to travel between locations throughout the day.
- Be available by phone to provide troubleshooting support throughout advance poll days.
- Assist with the coordination of the return of all IT equipment and supplies to the returning office.

Eligibility / Restrictions

IT Support Staff must be eligible to be appointed as election officers in accordance with Section 46 of the *Election Act.*

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

(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

We are looking for Albertans who have the following competencies:

- Proficiency with and the ability to troubleshoot computers, printers and other equipment

  Voting processes are becoming more computerized. The IT Support Staff requires a familiarity with troubleshooting basic problems the election officer's experience in training and at the advance polls. This position will receive training in the software and equipment used to support election officers, and should be able to utilize this training to troubleshoot common issues.

- Planning and Organizational Skills

  During the election period, the returning office performs at a fast pace. Preparing the equipment, organizing it for each location and tracking its return requires planning and organization skills. The IT Support Staff also needs to respond to concerns quickly, as they arise.

- Communication Skills

  The IT Support Staff needs to communicate clearly and accurately to election officers when troubleshooting issues with the technology.

- Flexibility

  The IT Support Staff's role commences with the issue of the writ of election, which may take place between March 1 and May 31 in the fourth calendar year following the last general election. The majority of the IT Support Staff's hours will be worked to support the Advance Poll, and these dates are dictated by the date of the Election.

- Mobility

  The position requires that applicants are able to lift up to 9kg (20 pounds), and can stand for extended periods of time.

- Access to a Vehicle and a Cell Phone

  Travel throughout the electoral division is required. Being available to provide support over the phone on advance poll days is required.

Salary

The IT Support Staff will be paid a rate of $23.00 on an hourly basis, to a maximum of 100 hours, as directed by the returning officer.

When required to travel on official business, the IT Support Staff will be compensated at the rates prescribed in the *Public Service Subsistence, Travel and Moving Expenses Regulation.*