



## Job Description

Job Title:	Returning Officer
Location:	Electoral division of residency; election office to be established in a location identified by the Chief Electoral Officer
Full/Part Time:	Part-time leading up to and post-Polling Day; full time during the election period and other electoral events
Regular/Temporary:	Contract term to expire 4 months after Polling Day for the next provincial general election

**Scope** Open Competition

**Closing Date** Until all recruiting is completed

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

## Job Overview

One Returning Officer is appointed in each provincial electoral division for the purpose of, or in connection with elections, enumerations and plebiscites. Returning Officers are responsible for ensuring that a fair and impartial election is conducted in their electoral division.

## Role – Key Activities

- Execute all plans and preparations for an election, target enumeration (if required) or plebiscite within the electoral division
- Review polling subdivision boundaries and Lists of Electors on the direction of Elections Alberta
- Maintain a thorough, up-to-date awareness of the requirements of all relevant legislation and training materials
- Review enumeration, election, and plebiscite practices and procedures as requested by the Chief Electoral Officer
- Manage and control financial, material, and human resources
- Administer the *Election Act* in the electoral division
- Communicate information to the public, candidates, political parties, and Elections Alberta
- Recruit, hire, and train all election officers in the electoral division using Elections Alberta's programs and procedures

## 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 for at least six months.

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

No person who has been appointed or is acting as a returning officer or election clerk 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.

RSA 1980 cE-2 s10

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, election clerks, administrative assistants, supervisory deputy returning officers, registration officers, deputy returning officers or poll clerks:

- (a) persons who are not electors;
- (b) (repealed)
- (c) members of the Parliament of Canada;
- (d) members of the Legislative Assembly;
- (e) candidates;
- (f) official agents;
- (g) judges of federal or provincial courts;
- (h) 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.

RSA 2000 cE-1 s46; 2004 c23 s24;2010 c8 s15

## Qualifications and Competencies

*We are looking for Albertans who have:*

- Organized events at the local or community level while displaying excellent time and staff management skills
- Proven management skills in a team-based environment
- Worked in a position (paid/volunteer) that involved recruiting, interviewing, and training new staff
- Education and/or experience with financial administration
- Developed planning and organizational skills through work/volunteer involvement
- Excelled at a task or employment while under pressure and with clear deadlines
- Interest in and connection with their community or municipality
- Proven ability to facilitate and deliver training programs
- Outstanding interpersonal skills:
  - Effective communication skills that employ a variety of media
  - Experience with motivating and working cooperatively with others
  - Diplomacy, good judgment, reliability, and discretion in handling confidential information
- Flexibility:
  - Availability to manage electoral events, sometimes on short notice
  - Available to work full time during electoral events
  - Ability to learn new skills
  - Adaptability to changing timelines
- Mobility:
  - The position requires that applicants are able to lift up to 9kg (20 pounds), and can sit for extended periods of time
  - Access to a vehicle and a valid driver's licence (class 5) is required, as travel within electoral division is necessary
- Proficiency with computers and technology:
  - Competency with Windows and Internet Explorer
  - Competency with Microsoft Office Suite (Word, Excel, Outlook)

**Additional Qualifications** that may be used in candidate selection:

- Experience with databases
- Management and/or administrative experience with electoral processes
- Awareness of the mandate, role and responsibilities of Elections Alberta, and of the office of the Returning Officer
- Hold a degree from a recognized university or post-secondary institution, or a combination of education and work experience.

## Salary

Fees and expenses for returning officers are provided in accordance with the *Fees and Expenses Regulation*:

### Returning officer fees **(under review)**

- 1 A returning officer may be paid the following:
  - (a) a monthly honorarium of \$150;
  - (b) a fee of \$1640 for each year in which the register of electors is updated through an enumeration plus \$0.17 per name collected or confirmed for the register of electors;
  - (c) a fee of \$200 per day for each day of attendance at a sitting to revise the register of electors prepared following an enumeration;
  - (d) a fee of \$200 per day for each day of attendance at training sessions called by the Chief Electoral Officer;
  - (e) a fee of \$400 for training staff to conduct an enumeration;
  - (f) a fee of \$1750 if a writ of election is issued and no poll is held;
  - (g) a fee of \$5750 if a writ of election is issued and a poll is held, including training of election staff and the conduct of the official count;
  - (h) a fee of \$0.20 per name included in the list of electors on polling day;
  - (i) when required to travel on official business, the rates prescribed in the *Public Service Subsistence, Travel and Moving Expenses Regulation* made under the *Public Service Act*;
  - (j) a supplemental fee of \$25 for every 100 km, or portion thereof, travelled in excess of the first 100 km of travel during an enumeration or an election;
  - (k) if a returning officer
    - (i) elects to use the returning officer's personal residence as an office, a maximum rental of \$500/month with a rental period not exceeding 2 months, unless otherwise approved by the Chief Electoral Officer, or
    - (ii) elects to use commercial space as an office, the most economical rate available with a rental period not exceeding 2 months, unless otherwise approved by the Chief Electoral Officer;
  - (l) a fee of \$750 for revisions to the electoral division map showing subdivision boundaries and to the register of electors when directed by the Chief Electoral Officer;
  - (m) an additional fee of \$750 for the review of the electoral division map and register of electors performed after an Electoral Boundaries Commission Report.

AR 173/2004 s1;103/2007

## **How to Apply**

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

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meets 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.