



Municipality of the District of St. Mary's Job Opportunity- Municipal Returning Officer

EMPLOYMENT
OPPORTUNITY

TIMELINE: April 1st, 2020 to November 30th, 2020

SCOPE: The Returning Officer Shall;

- a. Exercise general direction and supervision over the administrative conduct of all elections;
- b. Appoint and train such enumerators, revising officers, deputy returning officers, poll clerks and other elections officers as may be necessary;
- c. Appoint substitute election officers to act in the stead of election officers who cannot act by reason of death, sickness, conflict of interest, registration or other cause;
- d. Fix such polling places as may be required for the various polling districts;
- e. Instruct the election officers in the effective execution of their duties;
- f. Require election officers to conduct themselves with fairness and impartiality and in compliance with the Municipal election Act
- g. And do all other acts required for holding elections in conformity with the provisions of the Municipal Election Act.

REQUIREMENTS:

- Complete all Returning Officer provincial and municipal election training requirements.
- The successful applicants must have a minimum of grade 12 education or equivalent with knowledge in computer applications, including Microsoft Office Suite.

REPORTING:

- Brief monthly updates to be provided to the CAO via either paper copy or email. (200 words max.)
- All required provincial Municipal Election reporting and timelines
- Final voting results breakdown by polling district submitted to CAO within 30 days of election, or if otherwise directed by re-count regulations.
- Returning Officer shall complete a criminal record check and sign a municipal confidentiality agreement.

PAYMENT:

- Municipal Returning Officer will be based out of the Municipal Office and will be paid bi-weekly at a rate of \$15-\$20/hr (including vacation pay). The rate of pay will depend on experience and will be up to a maximum of 280 hours for the entire term.
- Mileage and expenses will be paid upon receipt of expense claim according to the municipal expense policy and rates. Mileage and expenses are to be approved by the CAO prior to incurring.
- Any subsequent by-elections that may result are not covered under this payment.

Resumes including cover letter will be accepted until **February 14th, 2020 at 4pm** and can be emailed to municipal.clerk@saint-marys.ca, mailed or dropped off at the municipal office.