

Position: **RETURNING OFFICER (Term Position)**

Reports to: Chief Administrative Officer

Salary/Stipend: **\$8,100**

Scope

A Municipal Returning Officer (RO) is responsible for the delivery and control of municipal electoral events and school board electoral events within the Town, in accordance with the Nova Scotia Municipal Elections Act and Nova Scotia Education Act. The RO is a representative of the Town and the electoral process and plays a critical role in ensuring voters experience a fair and accessible electoral process, and that candidates have the tools and information they need to stand for municipal and school board election. This is a term position, ending once the election administration process has been completed.

General

Appointed by Town Council and reporting to the Chief Administrative Officer, the RO is responsible for the competent administration of an electoral event in an impartial and nonpartisan way. The RO will ensure communications with electors and candidates are carried out at all times with tact, discretion, common sense, courtesy, and good judgement. The RO must abstain from all activities of a politically partisan nature, and may not have any outstanding or ongoing legal dealings with the Town of Antigonish. Under the Nova Scotia Municipal Elections Act, the RO is not eligible to vote in either school board or municipal elections while serving as the RO. Moreover, Council recently passed a by-law to allow for the use of alternative voting (electronic voting) during the election period. Therefore, the RO will also be responsible for liaising with the alternative voting technology provider on all issues related to this service.

Duties and Responsibilities

The duties of the RO are varied and call for the use of a wide range of modern management techniques: financial planning; material, human and financial resources management; contract negotiation; public and media relations; and office automation, etc. The RO must be competent in these areas and very efficient in order to complete all tasks within a very short and specific time period. The RO is accountable for the following responsibilities:

- Publish statutory public notices
- Hires and supervises the Assistant Returning Officer(s) and security staff
- Appoints and directs the work of election officers
- Manages any issues which may arise at the polling stations on advanced and regular election day
- Implements security measures as required for the protection of information, assets, staff and the general public at the returning office and at polling stations
- Coordinates the preparation and mailing of voter information cards to all registered electors

THE TOWN OF
ANTIGONISH

- Establishes polling stations and distributes notices as required
- Responsible for the creation of a preliminary list of voters, which may involve coordinating and overseeing an enumeration process
- Assigns election officers to polling stations, provides training to all election officers and issues supplies for polling stations
- Arranges for the distribution of lists of electors
- Manages the revision and the printing of the final lists of electors
- Prepares and distributes nomination packages and candidates' packages
- Oversees and coordinates nomination day
- Coordinates and reports on the results of the vote
- Manages the judicial recount process, if necessary
- Coordinates the return of election documents, and equipment used at the polling station
- Orders all necessary supplies
- Manages the inventory, supply and distribution of materials
- Works within the established budget
- Process all election related invoices (workers pay, hall rentals, supplies)
- Prepares the invoice for the School Board at the conclusion of the elections
- Ensures the adherence by election officers to all legal requirements of the Municipal Elections Act and related legislation
- Ensures that systems are in place within the returning office to respond to inquiries from the public accurately and efficiently
- Ensures that candidates are provided with all documentation to which they are entitled
- Responsible for all aspects of any alternate voting method(s) as directed by Council
- Perform any other duties required as deemed reasonable

Technical/Job Specific Knowledge and Abilities

- Demonstrated ability to communicate effectively in writing and orally with individuals from diverse backgrounds, and make public presentations;
- Media relations and demonstrated ability to deliver complex message to a variety of media;
- Understanding of the demographics and geography of the Town;
- Understanding of basic financial management skills and the ability to use spreadsheet applications to monitor and administer the budget;
- Demonstrated ability of hiring, training, orienting and managing staff;
- Demonstrated knowledge of planning and project management skills and tools;
- Understanding of the statutes and guidelines that govern the election process;
- Working knowledge of financial management principles and practices, including budget preparation, expenditure management, asset management, and inventory control; and
- Must be available full-time during the election period.

Education and Experience

- Grade 12 or equivalent;
- Previous experience working in a responsible capacity in electoral events (federal, municipal and/or provincial) and knowledge of electoral systems;
- Related experience must include office management and administration;



- Demonstrated skill in computers and computer software to use equipment, systems, and electoral system software to conduct day-to-day business and ensure appropriate technology training for office staff and election officials; and
- Background in electronic voting systems will be considered an asset.

Security Clearance Requirement

- Applicant is not eligible for appointment when the individual has been convicted of an offence under the Election Act within the period of 7 years immediately before the appointment; and
- Applicant is not eligible for appointment when the individual is a candidate or a candidate representative.

Apply

Applicants are asked to submit their resume and cover letter to the Town of Antigonish before 4:30pm on February 12, 2020 via email to dwilson@townofantigonish.ca or by mail to the address below:

Dianne Wilson
Deputy Clerk
274 Main Street
Antigonish, Nova Scotia
B2G 2C4

We thank all applicants however only those selected for an interview will be contacted.