

Job Title:	Returning Officer (RO)	Department:	Administration
Reports to:	Chief Administration Officer	Union	Non Union
Salary Range:	As per Municipal and CSAP Election Tariffs of Fees and Expenses	Position Type:	Temporary – Part Time

Job Description

Roles and Responsibility

Working under the direction of Chief Administration Officer, this position will be responsible for the delivery and control of municipal electoral events and school board electoral events within the municipality in accordance with the Nova Scotia Municipal Act and Nova Scotia Education Act.

Specific Duties Include:

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, trains, 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;
- 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, act as Registrar of Voters (if required), and administering voter registration and/or revisions;
- 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 (if applicable);
- Attend training courses provided by Service Nova Scotia and Municipal Relations;
- Perform any other duties required as deemed reasonable.

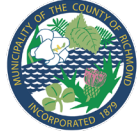
Technical/Job Specific Knowledge and Abilities

- 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 Municipality;
- 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.

Qualifications and Education Requirements

The ideal candidate will have:

- Grade 12 or equivalent;
- Related experience must include office management and administration;
- Demonstrated skill in computers and computer software to conduct day to day business;
- Must possess and maintain a valid Nova Scotia Driver's License.
- Previous experience working in a responsible capacity in electoral events(federal, municipal and/or provincial) and knowledge of electoral systems.



Preferred Skills

- Effective facilitation, communication, interpersonal, and team building skills.
- Creative thinking and problem-solving ability; and
- Working knowledge of MS Office Suite.

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.

Reviewed By:	CAO	Date:	January 18, 2024
Approved By:	CAO	Date:	January 18, 2024