

POSITION TITLE	ELECTION COORDINATOR
DEPARTMENT	CORPORATE SERVICES
SUMMARY OF DUTIES	To provide support services to the Manager of Legislative Services/City Clerk and Clerks Division in the organization/planning and conducting of the Municipal Election
SUPERVISED BY	Manager of Legislative Services/City Clerk and/or Deputy Clerk
EDUCATION	Minimum college diploma in municipal administration, office administration or equivalent.
EXPERIENCE	Minimum of three (3) years experience in municipal administration and the election process.
MAJOR RESPONSIBILITIES	(The following sets out the principle functions of the position and shall not be considered as a detailed description of all work requirements)

DUTIES:

1. Assist the Manager of Legislative Services/City Clerk with the planning, administration and organization of all aspects of the municipal election.
2. Assist with researching, developing and implementing strategies, including policies and procedures, related to various aspects of the election.
3. Oversee the execution of various projects and ensure all legislative requirements are met.
4. Revise, update and prepare election materials including information pamphlets, election handbooks, Voters Lists, Voter Notification Cards, ballots, etc.
5. Hire and appoint election personnel.
6. Responsible for the training of election personnel including the scheduling of training sessions.

7. Preparation of election training materials.
8. Arrange for voting locations to be used during elections.
9. Oversee the list of electors including revisions to the list, as required.
10. Inventory and order all required election supplies to be used during the election.
11. Organize the preparation and distribution of the ballot box supplies.
12. Organize election day activities including election personnel.
13. Set-up and oversee the advance polling stations.
14. Post election activities including inventory and tabulation of final results.
15. Authorize the payment of all election staff and facility rentals.
16. Other duties as assigned.

POSITION REQUIREMENTS:

Minimum college diploma in municipal administration, secretarial science or equivalent.

Minimum of three (3) years experience in municipal administration and the election process.

Proficient in the use of Microsoft Office Suite (including MS Project).

Strong project management with well-developed report writing skills.

Excellent interpersonal and communication skills.

Ability to work under limited supervision with an ability to organize election processes.

Proven ability to plan, co-ordinate and work to exacting deadline dates.

Sound knowledge and demonstrated experience working with the application of the Municipal Elections Act, Education Act, Municipal Act and Ontarians with Disabilities Act as well as any other current applicable legislation.

Ability to prioritize and work under pressure or overtime to meet unyielding deadlines.

Ability to maintain a high standard of professionalism, confidentiality, integrity, customer service and accuracy.

Ability to deal effectively and courteously with all levels of staff, the public, government officials and agencies.

Possession of a valid class "G" Driver's License.

Agreed to:	Supervisor	_____
	Employee	_____
Dated:		_____