



Position Description

Title: Deputy/Assistant Returning Officer (ARO)
Reports to: Deputy CAO (Returning Officer)
Status: Part-time, Temporary - Until End of 2024
Compensation: \$30/hr
Classification: Administration
Location: Town Hall, 493 Main Street
Hours: Regular Hours of Operations: Monday - Friday, 8:30 am - 4:30 pm plus some evening meetings / occasional commitments outside of regular hours. Flexible working arrangements available.

Scope:

The Assistant Returning Officer is responsible for the implementation of the 2024 Municipal Council Election in October for the Town of Mahone Bay in accordance with the requirements of the Nova Scotia Municipal Elections Act.

Reporting to the Deputy Chief Administrative Officer (Returning Officer), the ARO is responsible for the preparation and delivery of the municipal electoral events, according to relevant legislation and policies. The ARO 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 election.

Qualifications

- Grade 12 or equivalent
- Previous experience working in a responsible capacity in electoral events (federal, municipal, First Nation, and/or provincial) and knowledge of electoral systems
- Related experience in office management and/or administration
- Demonstrated skills 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
- Background in electronic and telephone voting systems will be considered an asset
- Demonstrated ability to communicate effectively in writing and orally with individuals from diverse backgrounds, media, and make public presentations

Summary of Principle Duties and Functions

Duties of an Assistant Returning Officer are varied and call for using a wide range of financial and human resource management techniques. The ARO must be organized and able to manage time in order to complete all tasks within a relatively short and specific period of time. The ARO will be responsible for the following as required by the Deputy CAO.

- Acquire and maintain knowledge, skills, and abilities required to effectively perform duties, which may include:
 - Acquiring and maintaining knowledge of the Town and residents
 - Attending training courses
 - Becoming knowledgeable of relevant legislation, regulations, by-laws, policies, and procedures
- Assist in voter registration/revision by:
 - Acting as Registrar of Voters (if required)
 - Assisting the revising officer as required
 - Providing information to stakeholders on voter registration/revision methods and opportunities
 - Ensuring votes are registered appropriately within the voting system
- Administer the municipal election according to strict timelines, which may include but is not limited to:
 - Adhering and delivering on the requirement under the Municipal Elections Act and the Alternative Voting Bylaw
 - Training election officials
 - Production and maintenance of voter lists
 - Recruiting necessary staff
 - Organizing necessary voting places and times
 - Assisting in procurement and delivery of alternative voting services
 - Reporting on initial compilation of votes case and making information available in a timely manner on election night
 - Attending judicial recount following an election if necessary
 - Assisting in the creation of an adherence to budgets
- Communicate information to the public, candidates, and the media by:
 - Answering questions and providing information
 - Completing, printing, and distributing certain public notices by legislation or as otherwise required to provide information to voters, candidates and others in regard to the election
 - Ensuring appropriate communications to electors in regard to the conduct of the election
 - Being available at reasonable times during the event to provide information and assistance to stakeholders and media.

- Carry out related administrative duties
- Be an effective and non-partisan representative of the Electoral process.

Security Clearance

- 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.
- 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 any expression of interest to the Town of Mahone Bay before 4:30 on April 1, 2024 via email to eric.levy@townofmahonebay.ca or in person or by mail to:

Eric Levy
Deputy CAO
Town of Mahone Bay
PO Box 530, 493 Main Street
Mahone Bay, Nova Scotia
B0J 2E0

The Town of Mahone Bay continuously strives to be an inclusive workplace. We encourage applications and self-identification from African Nova Scotians, racially visible individuals, women, persons with disabilities, Indigenous people, and 2SLGBTQ+ people. During the recruitment process, applicants have the right and are encouraged to request an accommodation if required.

We thank all applicants for their interest in this position, but only those selected for an interview will be contacted.