



## TOWN OF PONOKA

# Returning Officer

In preparation for the 2021 Town of Ponoka Municipal Election, the Town of Ponoka is seeking applications for the position of Returning Officer. Reporting to the Chief Administrative Officer, the Returning Officer acts as the project manager for the 2021 Town of Ponoka Municipal Election ensuring all activities are conducted in compliance with the *Local Authorities Election Act*, the *Municipal Government Act* and the *Alberta Elections Act*. In addition to the Municipal Election, the scope of this position will include the School Board Elections, the Senate Election and the provincial referendum questions.

### **The scope of this position includes, but is not limited to:**

- Effectively manage the election including the development of project scope schedule, cost, plan and using appropriate tools and techniques to monitor and control the execution of the project.
- Ensure an adequate number of voting stations are reserved and set up within the Town for the Advance Vote and Election Day adhering to any health and safety requirements/COVID restrictions.
- Monitor, review and apply the *Local Authorities Election Act* and any other legislative requirements as communicated by Alberta Municipal Affairs and Elections Alberta.
- Coordinate with Wolf Creek and Star Catholic School Divisions in executing any agreements and trustees' vote.
- Coordinate with Elections Alberta regarding the Senate Nominee ballot and any provincially mandated referendum ballots.
- Serve as the primary contact for candidates and the public and respond to inquiries and complaints.
- Ensure legislative advertising requirements are met.
- Administer the candidate nomination process and third party registration process.
- Administer any recounts as required.
- Procure all necessary supplies, equipment and ballots to conduct the election.
- Recruit, train and supervise election workers.
- Deliver election training content, training materials and information sessions for online and in-person training sessions.
- Compile results and conduct all legislatively required reporting to the Province.

### **In order to successfully fulfill the requirements for this position, candidates should possess:**

- A post-secondary diploma or equivalent and/or project management experience.
- High degree of computer literacy, skilled in Microsoft Office Suite.
- Exceptional leadership, collaboration and team skills.
- Good written communication including the composition of memos and reports.
- Experience interpreting legislation.
- Experience facilitating and coordinating work with multiple stakeholders. Strong organizational and time management skills including managing workloads and working effectively under time limitations and constraints.
- Experience designing training and delivering to large groups.
- Possess a valid Class 5 Alberta Driver's License.
- Experience working at an election, and managing an election or census (municipal, provincial or federal) or large-scale (100+ persons) event planning (asset).
- Working knowledge of the *Local Authorities Election Act* (asset).
- Experience dealing with the media (asset).
- All applicants must be legally entitled to live and work in Canada.

Please submit your resume including all relevant experience to:

Chief Administrative Officer  
Town of Ponoka  
#200, 5604 – 50 Street  
Ponoka, AB T4J 1G7  
Email: [legislativeservices@ponoka.ca](mailto:legislativeservices@ponoka.ca)

**Closing Date for applications: May 5, 2021.** Please direct any inquiries to: [legislativeservices@ponoka.ca](mailto:legislativeservices@ponoka.ca) or (403)783-4431. We thank all applicants for their interest; however, only those selected for an interview will be contacted.