

Position: **RETURNING OFFICER**

Reports to:

Chief Administrative Officer: The 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. Appointed by the 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 always conducted 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 Lockeport. 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.

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; 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 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
- Establishes polling stations and distributes notices as required
- Responsible for the creation of a preliminary list of voters,
- 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
- 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 • Perform any other duties required as deemed reasonable Technical/Job Specific Knowledge and Abilities:

Required Skills:

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 expenditure 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 would be an asset • 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;

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 Lockeport before 2:00pm on January 31, 2024 via email to June Harding, Town Clerk/Treasurer at townoflockeport@ns.sympatico.ca or by mail to the address below:

Town of Lockeport
26 North Street, PO Box 189
Lockeport, NS B0T 1L0

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