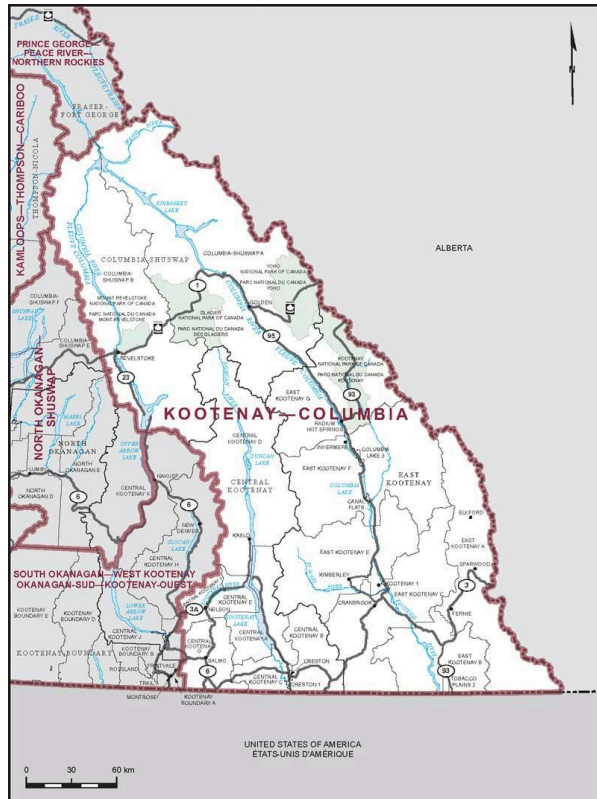




Kootenay - Columbia Electoral District

JOB OPPORTUNITIES : Additional Assistant Returning Officer (AARO)



- Appointed by and reports to the RO.
- Assists the RO in administering the electoral process while managing an additional office to provide services in a designated area of the ED.
- Accountable for:
 - managing daily tasks within the AARO office, as delegated by the RO
 - planning and organizing voting
 - assisting in, directing and monitoring work of office staff and election officers
 - communicating with the RO and their staff during an electoral event

ADDITIONAL ASSISTANT RETURNING OFFICER

The AARO must be familiar with the geographical characteristics of the designated area, its population and the various local resources and with the federal electoral process. The AARO eligibility criteria are the same as those described above for the RO and the ARO.

Competitive salary

Additional Assistant Returning Officer (AARO)	Base Fee Payable During Election Period	\$18,213.93
	Base Fee Payable After Election Period	\$3,477.60
	Hourly Rate – Part-time, Assignment, Training	\$43.47

Position Description

Key activities

- Plan and organize voting.
- Assist in and direct and monitor work of office staff and election officers.
- Administer the *Canada Elections Act*.
- Communicate with the RO and his staff during an event.

Duties

- Plan and organize voting
 - carry out pre-event assignments (as required by RO and as authorized by the CEO)
 - identify, open and ensure set-up of AARO office
 - arrange for security
- Assist in and direct and monitor work of office staff and election officers
 - administer solemn declarations
 - help the SPS from the RO office appoint and train office staff and service agents
 - appoint and train DROs, CPSs and IOs
 - receive, control and distribute supplies for ordinary and advance polls
 - oversee budget for the AARO office
 - prepare accounts and submit to RO for approval

- Administer the *Canada Elections Act*
 - help office staff and election officers adhere to the procedures outlined in their manuals/guides
- Communicate with the RO during an event
 - send payroll information to the FO
 - communicate with the AC to obtain technical support within the AARO office
 - relay results to RO on polling day

Qualifications

Experience

- Managing and controlling financial, material and human resources
- Planning and organizing large, multi-faceted public events
- Recruiting, selecting and training human resources
- Negotiating and leasing accommodation space and essential services
- Maintaining inventory; supplying and distributing material
- Communicating information to the general public
- Using Windows-based computer applications

Knowledge of

- The federal electoral process
- The area of the ED where he is appointed
- Roles and responsibilities of election officers and RO office staff
- Common office automation tools and how to apply them to the efficient conduct of an electoral event

Abilities

- Organizational skills to understand the substance of the work and how best to achieve it
- Planning and scheduling skills to allocate and track time spent on work and to estimate workload requirements
- Budgeting skills to estimate resources required and to effectively manage allocated budget
- Interviewing skills to evaluate the abilities of potential employees to effectively carry out their duties
- Leadership skills to develop and establish performance expectations and goals for election officers and staff

- Decision-making skills to establish relevance of issues, information and inquiries and to exercise sound judgment in arriving at conclusions and/or solutions
- Analytical reasoning skills to understand and synthesize issues, identify relevant information and formulate an opinion
- Conflict resolution skills to address issues that arise between and among staff, political party/candidate representatives, electors, and EC
- Listening and reading skills to perceive, interpret and/or understand messages, concepts or ideas, written instructions in various manuals/guides and directives from EC or others
- Keyboarding proficiency to create electronic messages, written instructions and slide presentations for various purposes, including training
- Communication skills to effectively provide instructions, discuss issues and provide appropriate responses; to simplify complex ideas/concepts into plain language and to clearly convey information and messages to election officers, other people within the office, externally to electors, as well as to EC

Personal suitability

- Remains impartial in all dealings during electoral event
- Maintains a professional demeanour at all times and foster such in all election officers and office staff
- Remains focused and committed to the electoral process
- Exercises tact and common sense when dealing with electors who may have complaints and with candidates' representatives who are competing with each other
- Remains sensitive and responsive to the special needs of electors, candidates and their representatives, election officers and office staff, and promote this attitude in election officers and office staff to ensure that all situations are dealt with in the most appropriate way

Other

- Must be eligible to obtain a security clearance (processed by EC)

For more Information, don't hesitate to contact Returning Officer Alexandra Pronovost

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alt cell. : 514-795-0035

59015.alexandra.pronovost@elections.ca

[LINK TO ELECTIONS CANADA JOB POSTINGS](#)

Ressouces :

[Am I interested in working at a Federal Election? - Inspire Democracy
\(inspirerlademocratie-inspiredemocracy.ca\)](#)

[First Nations, Métis, and Inuit electors - Inspire Democracy
\(inspirerlademocratie-inspiredemocracy.ca\)](#)

[Registering and Voting in a Federal Election - Inspire Democracy
\(inspirerlademocratie-inspiredemocracy.ca\)](#)