

# TURTLE MOUNTAIN SCHOOL DIVISION REGULATION

## Senior Election Official Job Qualifications and Description

GDAAG/R

**Position Title:** Senior Election Official

**Reports To:** Secretary Treasurer

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### **Job Purpose and Objectives:**

The Turtle Mountain School Division is responsible for securing the democratic rights of its resident electors through the conduct of free and fair elections, promoting democratic participation. All members of the office must provide professional and non partisan public service, independent from government and free from political influence, in order to enhance public confidence in, and awareness of, the electoral process.

The Senior Election Official is the key employee in this process and will contribute to the overall goals and objectives of the Turtle Mountain School Division by providing support to the electoral process for School Board Trustees.

The Senior Election Official will:

- manage School Board electoral events (including general elections and by elections) in the Turtle Mountain School Division.
- be a highly visible and knowledgeable elections official and
- conduct a fair and impartial election within the school division.

### **Education:**

The minimum education requirement for this position is graduation from grade 12. Completion of post secondary education is preferred.

### **Skills/Abilities:**

- Strong interpersonal and people management skills and the ability to communicate effectively with people both orally and in writing.
- Strong technology skills and knowledge and experience in word processing, spreadsheets, databases and publishing applications.
- Strong organizational skill and ability to work effectively independently
- Strong time management skills
- Knowledge of the Legislative Authorities Election Act, The Municipal Councils and School Boards Elections Act
- Adult educations skills

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### **Experience:**

Past experience in municipal government, civil service or election management is an asset.

Prior supervisory experience is an asset.

### **Availability:**

The SEO must be available on an intermittent/part basis for training and planning activities up to an election and to work full-time during election.

### **Election Act Requirements:**

The Senior Election Official must be an eligible voter in the electoral division (*i.e. a Canadian citizen, at least 18 years of age and a resident in the Turtle Mountain School Division for at least six months*) and must demonstrate that he/she can conduct the Office in a non-political manner.

In accordance with the Elections Act, the following persons may not be appointed and may not act as an election official or enumerator:

- a member of the Assembly or the Executive Council;
- a member of the House of Commons or the Senate of Canada;
- a judge of any court or a justice of the peace;
- a candidate;
- a person who has been convicted of an offence under this Act;
- a person who, within the five years before the proposed appointment, was convicted of an indictable offence, or served any part of a term of imprisonment for an indictable offence.

### **Key Duties and Responsibilities:**

To manage School Board electoral events (including general elections and by elections) in the Turtle Mountain School Division, be a highly visible and knowledgeable elections official and conduct a fair and impartial election within the school division.

- Manage and complete the enumeration process to create the voters list;
- Electoral staff recruitment, training, and supervision;
- Office management;
- Public communication;
- Election day and advance voting management;
- Pre-writ preparation;
- Managing candidate relations;
- Understand of legislation, policies, procedures, and guidelines;
- Opening, managing, and closing the Election Office;
- Final verification of ballots;
- Administration and management of payroll and accounts;
- Other job-related duties as required.

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### **Comments:**

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

### **Index Policy**

**Date Adopted:** January 20, 2010

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## Senior Election Official Skills and Abilities

### ***People Management Skills***

- Motivate and inspire people to get work done.
- Build, lead, evaluate, and support a team while also being a member.
- Deal with difficult people.
- Cultivate positive team spirit.
- Work collaboratively with others – sharing duties, taking direction, being resourceful.

### ***Project/ Event Management Skills***

- Manage priorities to tight deadlines.
- Effectively and efficiently delegate work to appropriate people.
- Think quickly and creatively in solving unexpected, complex problems.
- Engage a team to work towards a solution.
- Use life experience to guide decisions, understand people and circumstances, and complete tasks efficiently.
- Understand the importance of details to a process and that all parts of the process are connected.
- Take ownership of a process and all of its results.
- Read a manual or policy and be able to implement it in the specific way described.
- Take an assigned task and carry it out, together with a team, ensuring all criteria for the task are met.

### ***Work Independently***

- Take initiative to start the next task when the current task is completed.
- Confidently make decisions with support and general supervision.

### ***Computer Skills***

- Use Microsoft Office and email.
- Use custom developed software.

### ***Organizational Skills***

- Organize systems to track information.
- Handle large volumes of data and paperwork systematically.
- Create an environment where all referral information is readily visible and available.

### ***Time Management Skills***

- Complete many different, sometimes unexpected, tasks concurrently while still keeping to a schedule.
- Think strategically and prioritize tasks.

### ***Communication Skills***

- Verbally express ideas, directions, and information in a professional, clear, and concise manner while maintaining an awareness of tone, expression, and body language.
- Clearly and with proper grammar, prepare a document outlining feedback and evaluation statements.

### ***Audit Training Skills***

- Train multiple adults, in a short period of time.
- Competently and creatively share information in a way that promotes understanding and learning.
- Evaluate training success and provide supplemental sessions for those who may need it.

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## Senior Election Official Skills and Abilities - continued

### ***Recruitment Skills***

- Screen applicant resumes.
- Interview candidates for a position.
- Select successful candidates for appointment based on evaluating skills against set criteria and fit within a team.
- Assemble a team for the purpose of accomplishing a specific task.

### ***Record Keeping Skills***

- Record and send necessary data on a timely basis, balance and cross check list, tally daily numbers, understand percentages, and proficiently read a map.

### ***Confidentiality***

- Understand, explain and model confidentiality practices and principles.

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## Senior Election Official Duties and Responsibilities

Key Responsibility	Typical Activities	% of Time
<b>Building the Voters List</b>	<ul style="list-style-type: none"> <li>• Manage, monitor and/or conduct the enumeration process.</li> <li>• Train and motivate election personnel in the process and procedures of enumeration.</li> <li>• Prepare, manage, monitor, and revise the voters list. Facilitate and monitor the enumeration process including keeping track of the enumerators and the enumeration slips.</li> <li>• Problem solve with enumerators in an effort to help mitigate any enumeration obstacles.</li> </ul>	30%
<b>Staff Recruitment, Training, and Management</b>	<ul style="list-style-type: none"> <li>• Interview, select, and appoint election personnel as approved by the Division Secretary-Treasurer (<i>e.g. Assistant Returning Officer, Revising officer, Deputy Returning Officers, Poll Clerks, Clerical support staff, Enumerator</i>).</li> <li>• As required, plan, organize, and deliver training sessions at each step of the electoral process.</li> <li>• Track progress and motivate election personnel.</li> <li>• Supervise and monitor election personnel and their performance.</li> <li>• Handle staff performance issues/concerns/conflicts.</li> <li>• Train staff in safety procedures and ensure they have the tools they need to be safe.</li> </ul>	5%
<b>Office Management and Public Communication</b>	<ul style="list-style-type: none"> <li>• Manage day to day office operations.</li> <li>• Ensure all daily status reports are sent to Elections Manitoba.</li> <li>• Handle all public concerns and voter enquiries, either, over the phone or in person, in a sensitive and professional manner.</li> <li>• Prepare documentation for any problem that occur.</li> <li>• Immediately take steps to resolve any office, maintenance, and technical issues in order to avoid unnecessary work delays.</li> <li>• Determine when decisions should be escalated to the Secretary-Treasurer including situations involving political candidates that are out of the ordinary, any safety concerns, and media issues.</li> </ul>	10%
<b>Election Day and Advance Voting Management</b>	<ul style="list-style-type: none"> <li>• Rent space for the voting locations.</li> <li>• Set-up Advance Voting Stations, monitor them throughout the process, and report non-resident voters for daily updates of the voters list.</li> <li>• Set-up homebound and absentee voting.</li> <li>• Ensure all election personnel are in place for the Election Day and that all Voting Stations are properly manned according to legislation.</li> </ul>	30%
<b>Pre-Writ Preparation</b>	<ul style="list-style-type: none"> <li>• Attend all mandatory training sessions and complete any on-line training as requested.</li> <li>• Complete all essential pre-writ preparations.</li> </ul>	5%
<b>Candidate Relations</b>	<ul style="list-style-type: none"> <li>• Accept and verify nomination papers.</li> <li>• Keep candidates and their staff informed.</li> <li>• Arrange for ballot printing.</li> <li>• Quickly handle any concerns voiced by candidates.</li> </ul>	5%

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### Senior Election Official Duties and Responsibilities - continued

Key Responsibility	Typical Activities	% of Time
<b>Understanding of Legislation, Policies, Procedures, and Guidelines</b>	<ul style="list-style-type: none"> <li>• Be familiar with all supplied relevant legislation, policies, manuals, and guidelines that govern the conduct of elections.</li> <li>• Ensure correct order of events, meeting of deadlines, and adherence to processes in accordance with Election Legislation.</li> <li>• Have knowledge of the electoral division and keep up to date.</li> <li>• Attend all mandatory training sessions and complete any online training as requested.</li> </ul>	5%
<b>Opening the Office</b>	<ul style="list-style-type: none"> <li>• Work closely with the Secretary-Treasurer to set up the returning office, including the securing of all supplies and office furniture.</li> </ul>	2.5%
<b>Closing the Office</b>	<ul style="list-style-type: none"> <li>• Prepare final evaluation reports for all staff members.</li> <li>• Prepare Returning Office Report on the Election for the Secretary-Treasurer.</li> <li>• Receive, verify, and return all electoral material.</li> <li>• Return the writ.</li> <li>• Post election, pack up the office and return all supplies and furniture.</li> </ul>	2.5%
<b>Final Verification</b>	<ul style="list-style-type: none"> <li>• Receive and verify all ballot boxes.</li> </ul>	2.5%
<b>Payroll and Basic Money Management</b>	<ul style="list-style-type: none"> <li>• Submit all expenditures for approval to the Secretary-Treasurer as per Turtle Mountain School Division purchasing procedures.</li> </ul>	2.5%
<b>Other Duties as Assigned</b>	<ul style="list-style-type: none"> <li>• The above statements describe the primary work being performed; additional tasks may be assigned.</li> <li>• In the event of a recount, the Returning Officer is required to assist.</li> </ul>	

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