



*City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 168,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.*

**Job Title:** Elections Officer

**Posting Number:** 002955

**Department:** Corporate Services Department

**Branch:** City Clerk Services

**Location:** City Hall

**Posting Start Date:** 2021/02/26

**Posting End Date:** 2021/03/09 by 4:30pm

**Employment Group:** Exempt **Salary Grade:** N-\$82,996 - \$97,643 per annum

**Standard Weekly Hours of Work:** 36.25 **Shift Work Required:** No

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## **Job Description**

Reporting to the Deputy City Clerk, the Elections Officer is responsible for managing and coordinating activities related to Municipal and School Board Elections and By-Elections held in the City of Oshawa. The Elections Officer will uphold the integrity of the election process by carrying out tasks in accordance with the *Municipal Elections Act*, the *Municipal Act*, the *Accessibility for Ontarians with Disabilities Act* and any other legislation relevant to municipal elections. The City of Oshawa strives to provide an environment that cultivates and supports the following core values: Authenticity, Courage, and Trust (ACT).

Key Responsibilities include:

- Coordinating the legislative election process including preparing an election project plan that maintains a free, fair and democratic electoral process; researching, developing and implementing election-related strategies, policies, procedures, training programs; and developing election related training materials and legislated forms along with writing and presenting reports and by-laws relating to the election process;

- Coordinating communications and public outreach including preparing a robust Election Communication Plan and work with Corporate Communications to ensure resident engagement in the electoral process including the development of a public consultation strategy for alternate voting methods; managing public outreach activities to deliver election information to Oshawa residents and other identified stakeholders; and coordinating election information sessions for candidates, third party advertisers and members of the public;
- Coordinating facilities and logistics including identifying potential voting facilities and conduct inspections to ensure voting place suitability and compliance with established accessibility standards; identifying and procure physical assets required to deliver voting activities at voting facilities; and preparing floor plans and room set up instructions for voting places to ensure adequate space and privacy for voting activities;
- Coordinating the supporting technology including developing procedures required to ensure the correct operation of hardware and software supporting voting activities including developing procedures for logical and accuracy testing of optical scan vote tabulators and supervise the testing of the tabulators prior to use, ensuring equipment is maintained in a locked and secure room until their use; liaising with Information Technology Services to identify and obtain supplementary technology requirements and services necessary to support election services; and
- Coordinating Human Resources including developing a personnel plan for staffing for Election Day activities; managing the recruitment, training and assignment of temporary election personnel and internal staff involved in the delivery of election services; and preparing payroll information for temporary election personnel.

### **Job Requirements**

- Four (4) year post-secondary degree in Business Administration, Public Administration, Political Science or equivalent plus a minimum of five (5) years' experience in a Municipal Clerk's Office with a focus on municipal elections.
- Completion of professional training programs (election administration, project management, etc.) preferred and MCTO designation and CMO considered an asset.
- Proficient in the use of MS Office Suite (including MS Project), Datafix and other election related software.
- Proven ability to conduct research along with strong interpersonal skills with the ability to establish and maintain good working relationships and personal qualities of maturity, tact, and discretion with a willing and cooperative attitude.
- Strong analytical and project management skills.
- Excellent customer service experience and highly developed communication skills to deal effectively and courteously with elected officials, staff, other levels of government and the general public and an ability to respond to inquiries by telephone, in person and in writing.
- Ability to work independently, quickly and competently under pressure in order to meet deadlines and maintain confidentiality.

Please note that this position is a two (2) year temporary contract with the possibility of extension.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

**Please apply to this position through our website: <https://oshawa.jobs.net/en-CA/search>**

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation. The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*