

JOB DESCRIPTION

Position:	Returning Officer (RO)
Reports to:	Chief Electoral Officer (CEO)
Appointment:	The CEO appoints the RO who holds the position until they resign, move out of the Electoral District, or are relieved of duties for cause.
Hours:	Variable through the election cycle. Minimal between elections, part-time leading up to election, and full-time during the election period.
Pay Rate:	Base pay during the election period of \$6,000. Annual honorarium \$720. Additional pay for milestone activities (non-election period) at \$32.94 per hour (min. wage +\$15.00).

Qualifications

ROs must be qualified electors in their ED, and must be:

- At least 18 years of age
- A Canadian citizen
- A resident of the Yukon for at least one year; and
- A resident of the Electoral District they are applying for.

The Role

Returning Officers (ROs) are the team leaders responsible for the delivery, oversight and management of electoral events in their Electoral District (ED) in accordance with the *Elections Act* and the policies and directions of the CEO. The role of the RO is to manage and deliver a fair, open, transparent, and non-partisan electoral event in their district.

Key Activities

- Recruits the Assistant Returning Officer (ARO) and district office and polling place staff
- Plans and organizes the delivery of elector access to voting, including Special Ballots, Advance Polls, and Ordinary Polls
- Manages and controls financial material, and human resources
- Communicates information to the public, candidates, and Elections Yukon
- Contributes to the improvement of the electoral process.

Pre-event Duties (Non-election period)

Between elections, work is focused on training and planning for the next election. The work is flexible and part-time and includes:

- Locating suitable and accessible spaces for the Returning Office and polling locations, and negotiating leases with landlords
- Recruiting and training office staff

- Reviewing the Electoral District address information and official List of Electors to ensure that electors are registered
- Reviewing areas for targeted revision of the List of Electors, such as new residential developments, high-mobility areas and institutions, and creating an outreach plan
- Reviewing polling division boundaries within the district.

Election Period Duties

The RO plans and organizes all aspects of the delivery of the election in their district:

- Establishes the Returning Office and establishes polling locations
- Publishes statutory public notices and administers oaths
- Appoints, assigns, trains and directs the work of election officers in the district
- Implements security measures to protect information, people and equipment at the Returning Office and polling locations
- Ensures that registration and voting processes comply with the Yukon *Elections Act*
- Manages the revision and the production of the Lists of Electors
- Arranges for the distribution of the Lists of Electors to political candidates
- Coordinates, validates, and reports on the results of the vote
- Manages the judicial recount process, if required
- Coordinates the return of election documents, furniture, equipment and computer/phone
- Completes required reports and returns

Skills and Experience

- Leadership and human resource management, including recruiting, hiring, supervising, and/or training staff
- Leading time-sensitive events or projects in a fast-paced environment
- A high level of organization and attention to detail, accuracy and required processes
- Managing activities in a computerized environment, able to navigate the internet, use email and office software (word processing, spreadsheets)
- Ability to implement the statutory and administrative requirements of the office Effective oral and written communicator (public, stakeholders, staff, candidates) and sensitivity to those with special needs in the district;
- Diplomacy, judgment, reliability, adaptability, and discretion and
- Able to work effectively in a fast-paced and dynamic environment.

Additional qualifications which are not required, but would be an asset include:

- Bilingualism
- Previous election experience
- Knowledge of the mandate, role and responsibilities of the Office of the Chief Electoral Officer (Elections Yukon).

For more information, contact Elections Yukon at info@electionsyukon.ca or (867) 667-8683. To apply for this position, visit ElectionsYukon.ca/jobs