

<b>Duties Summary</b>	<i>The Returning Officer is responsible to the CEO on the administration of a fair, compliant and impartial election in their Electoral District (ED).</i>
<b>Reports to</b>	<i>Chief Electoral Officer (CEO)</i>
<b>Appointment</b>	<i>The Chief Electoral Officer appoints the Returning Officer who holds the position until the RO resigns, moves out of the ED, the boundaries are changed or the RO is relieved of duties for cause.</i>

#### Job purpose

- Reporting to the Chief Electoral Officer (CEO) the Returning Officer is responsible for the delivery of electoral events in their designated Electoral District to which they are appointed, in accordance with the *Elections Act*, and the policies and directions of the CEO.
- To work with the CEO to manage and deliver an open, transparent and non-partisan electoral event in the designated Electoral District (ED).
- To conduct a fair and free election
- To promote democratic participation

#### Duties and responsibilities

- Plan, organize, implement and monitor all activities before and during the electoral event.
- Knowledge of relevant legislation, regulations, policy, and procedures
- Full understanding of geographic and demographics of designated Electoral District
- Ability to complete tasks within a very short and specific time frame
- Responsible for voter registration and revision in the Electoral District by:
  - ✓ Managing voter registration/revision process in the electoral district
  - ✓ Providing information to stakeholders on voter registration methods and opportunities
  - ✓ Completing and submitting voter registration/revision documents to Elections Yukon
- Administering elections within the Electoral District by:
  - ✓ Ensuring effective management of Returning Office, with the assistance of the Assistant Returning Officer /Additional Assistant Returning Officer (if applicable)
  - ✓ Selecting and renting polling locations
  - ✓ Ensuring and overseeing all legislated voting opportunities
  - ✓ Receiving the votes of electors who vote in the returning office
  - ✓ Reporting the initial count of votes cast to Elections Yukon on election night
  - ✓ Attending training courses provided by Elections Yukon outside of electoral event time frame
- Management of the administrative and human resources required for the efficient, effective conduct of elections by:
  - ✓ Recruiting, selecting, assigning, orienting and training Elections Officers for each polling location and polling station
  - ✓ Managing the performance of Election Officers
  - ✓ Closing the returning office and returning all supplies to Elections Yukon

- Communicating information to the public, candidates, political parties and Elections Yukon by:
  - ✓ Answering questions and providing information
  - ✓ Completing, printing, and distributing certain public notices required by the *Elections Act* or the CEO
  - ✓ Being available during posted office hours for the duration of the election event to provide information and assistance to stakeholders, and,
  - ✓ Keeping in contact with and responding to questions from Elections Yukon
- Being an effective and non-partisan representative of Elections Yukon
- Carrying out related administrative duties in accordance with general or specific instructions issued by the CEO
- Contributing to the improvement of the electoral process by:
  - ✓ Participating in event post-mortems
  - ✓ Seeking and recommending procedural improvements that will increase the efficiency of future electoral process

### Qualifications

Core Competencies needed:

- Communication
- Initiative
- Team Leadership
- Client Focus
- Quality & Results Orientation/Accountability
- Decision Making
- Planning and Organizing
- Values and Ethics
- Stress Management
- Team Work
- Ability to effectively use a variety of software programs including but not limited to Microsoft WORD, EXCEL, OUTLOOK and Windows operating system

### Working conditions

The position requires mandatory long hours on Polling Days with few breaks and constant interruptions. Periodic work between electoral events can also be anticipated.

<b>Approved by:</b>	<i>Chief Electoral Officer – Elections Yukon (v6.0)</i>
<b>Date approved:</b>	<i>March 4, 2020</i>
<b>Reviewed:</b>	