



The **Chief Electoral Officer** is seeking motivated, high organized and results oriented individuals, under the direction of the Returning Officer to coordinate the implementation and delivery of innovative recruitment strategies, and administrative and issues management policies to support the execution and delivery of electoral and referenda events for single/specific electoral districts in Ontario.

For a single/specific electoral district, you will:

- coordinate the planning, administration and implementation of key returning office staff and field staff workforce planning and recruitment activities to administer electoral events and implement new and innovative ways to reach new recruits while ensuring outreach, recruitment and selection strategies are barrier-free, fair, equitable, open and transparent;
- coordinate and administer the implementation of electoral event delivery strategies including reviewing the returning office's event plans for adequacy of staffing, contingency plans, numbers and levels of staff, event delivery infrastructure, logistical and administrative set-up activities, while meeting established performance standards, benchmarks, reporting and measurement processes;
- coordinate the work of returning office, satellite office and voting locations staff and returning office budget, ensuring compliance with Elections Ontario's policies;
- identify opportunities for the continuous improvement of electoral event delivery functions, processes and procedures;
- comply with standards and administrative structures to support budgeting and expenditure management for assigned activities in the returning office, both in support of and between electoral events, including monitoring activities to ensure adherence with corporate financial, human resource and administrative systems and compliance with the regulated Schedule of Fees and Expenses;
- contribute to the development and management of relationships between Elections Ontario and its stakeholders, working to develop and foster positive relationships in the administration and coordination of workforce planning and recruitment initiatives and services;
- build and foster relationships with suppliers/vendors of necessary election services/supplies, ensuring services, supplies and up-to-date contact information are available and easily distributed in the event of an electoral/referenda event;
- undertake special projects of varying size and complexity, fulfilling requirements, securing resources and meeting deliverables to defined standards/timelines/budgets;
- coordinate/administer processes and procedures for all returning office materials, goods and services acquisitions through appropriate sourcing strategies and procurement instruments and comply with Election Ontario's recommendations on appropriate methods/mechanisms;
- coordinate the planning, implementation and management of the accommodation logistics and set-up for the returning office, including the design and management of processes and procedures to negotiate and manage the contracts and service agreements for the returning office location with landlords;
- oversee the implementation and deliver all voting channels, which include advance voting, special ballots, assistive devices, etc, and ensure the accuracy in numbers of ballots, candidate information and timeliness of delivery;
- maintain and monitor and ensure the security of the Permanent Register of Electors for Ontario (PREO) data pertaining to the specific electoral district;

### Qualifications:

- highly developed administrative management skills to coordinate/supervise returning office staff, satellite office and voting locations staff, and provide operational and functional guidance and prioritize work;
- knowledge and demonstrated experience applying administrative management and project planning and management principles, theories, policies and practices, and coordinating

- operational planning, performance measurement and project delivery activities to ensure effective electoral event resource preparation and delivery for the prescribed electoral district;
- demonstrated knowledge of and experience applying budgeting and financial management processes to coordinate and administer the returning office budget, following the established financial framework/processes/policies for electoral event delivery, as well as for coordinating the implementation of electoral event infrastructure delivery systems;
  - demonstrated knowledge of workforce planning and recruitment strategies, practices, policies, standards and governing legislation;
  - demonstrated knowledge of acquisition/procurement management principles, theories, policies and practices for the acquisition of all materials, goods and services;
  - demonstrated knowledge of the principles of facilities management, building access controls and the regulations and legislation governing workplaces;
  - knowledge and understanding of risk management principles, quality assurance standards and business performance measures to implement electoral event delivery strategies and plans, and identify opportunities for the continuous improvement of electoral event delivery functions, processes and procedures;
  - knowledge and understanding of the *Accessibility for Ontarians with Disabilities Act (AODA)*, the *Ontario Human Rights Code* and privacy legislation;
  - well developed oral / written communications, consultation, relationship management and interpersonal skills;
  - demonstrated research, analytical and problem-solving skills;
  - familiarity with address standards in place and under development nationally, and their relationship to physical geography to coordinate the preparation and production of consistent address products and to maintain data sharing capacity;
  - demonstrated knowledge of computer technology systems and various software applications/databases to utilize programs and electronic resources;
  - knowledge and understanding of Election Ontario's business operations, policies and procedures and electoral practices, legislation and regulations in Ontario;
  - must hold a valid driver's license and have access to a vehicle; and
  - must be accessible via a cellular phone, and possess a computer with Internet access.

Please complete the online application form and submit a detailed resume and cover letter outlining how your experience and skills match those required by the role. You will need to indicate your preferred electoral district. Applications must be received no later than May 26th, 2017 by 11:59 PM EST. Attachments must be in MS Word (.doc), PDF (.pdf) or Rich Text (.rtf) format.

For additional information please visit [www.electionsontario.hrassociates.ca](http://www.electionsontario.hrassociates.ca)

If you require a disability-related accommodation to participate in the recruitment process, please email us. We will accommodate your needs under the Ontario Human Rights Code.

While we appreciate all applications, only those candidates selected for an interview will be contacted.

We thank all applicants for their submissions.

An Equal Opportunity Employer