



Town of Essex Elections Coordinator (8-Month Contract)

The Town of Essex is located in southwestern Ontario, approximately 28 kilometres southeast of the City of Windsor. It is one of seven lower-tier municipalities in the County of Essex with borders extending from the hub of the county to Lake Erie. Essex includes two urban centres (Essex Centre and Harrow) and two hamlets (McGregor and Colchester). These unique communities are surrounded by a thriving wine and agriculture industry and boast a wide range of recreational facilities, an excellent school system, and affordable living options.

The Town is currently seeking qualified candidates for the contract position of Elections Coordinator.

Position Summary:

Under the direction of the Town Solicitor, Legal and Legislative Services/Clerk, the Election Coordinator will provide support to the Clerk and Legal and Legislative Services Division in the organizing, planning, and implementing the 2022 Municipal Election and related activities.

Skills and Qualifications:

- Successful completion of post-secondary education.
- Three (3) years' experience in municipal administration, leading and managing projects, including municipal election experience.
- Knowledge of municipal government processes and parliamentary procedures.
- Sound knowledge and demonstrated experience working with the application of the Municipal Elections Act, Education Act, Municipal Act and Ontarians with Disabilities Act as well as any other current application legislation.
- Proficient in the use of Microsoft Office Suite.
- Excellent interpersonal and communication skills.
- Ability to work under limited supervision with an ability to organize election processes.
- Proven ability to plan, coordinate and work to exacting deadline dates.
- Ability to prioritize and work under pressure or overtime to meeting unyielding deadlines.
- Ability to deal effectively and courteously with all levels of staff, public, government officials and agencies.
- Possession of a valid class "G" Driver's License.

A detailed job description is available on our website at www.essex.ca/jobs and qualified candidates are invited to submit their applications in confidence by email to hr@essex.ca no later than end of business day on Thursday, January 20, 2022.

The Town of Essex is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes and will accommodate the needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA). Accommodation may be provided in all parts of the hiring process.

Email: hr@essex.ca

Mail:
Human Resources
33 Talbot St. S.
Essex, ON, N8M1A8

We thank all applicants for their interest, however, only those selected for consideration will be acknowledged. Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001 and will be used to determine eligibility for employment.



Position Description

Position Title:	Election Coordinator (8-Month Contract)
Department:	Office of the CAO
Division:	Legislative Services
Reports To:	Town Solicitor, Legal and Legislative Services/Clerk
Employee Group:	Contract

Summary:

Under the direction of the Town Solicitor, Legal and Legislative Services/Clerk, the Election Coordinator will provide support to the Clerk and Legal and Legislative Services Division in the organizing, planning, and implementing the 2022 Municipal Election and related activities.

Position Roles and Responsibilities:

The duties listed are not meant to provide a description of each job performed but only those which represent the core functions of the job.

- Assist the Town Solicitor/Clerk with the planning, administration, and organization of all aspects of the municipal election.

- Assist with research, developing and implementing strategies, including policies and procedures related to various aspects of the municipal election.
- Act as the Town's liaison for the public, staff, and candidates of the election.
- Review the amendments to the Municipal Elections Act and identify changes to the Act that need implementation and compliance by deadline dates.
- Coordinate staff, materials, and equipment necessary to effectively implement the election, including the implementation of agreements and procurement documents.
- Oversee the execution of various projects and ensure all legislative requirements are met.
- Ensure all compliance with Accessibility for Ontarians with Disabilities Act and draft any policies, plans and procedures as required.
- Work with the Town's Manager of Strategic Communications to establish a communication plan.
- Revise, update and prepare election materials including information manuals and pamphlets, election/user handbooks and manuals, voters lists, voter notification cards and ballots.
- Responsible for the recruitment and training of election personnel including the scheduling of training sessions.
- Preparation of election training materials.
- Arrange for voting locations to be used during elections.
- Oversee the list of electors including revisions to the list, as required.
- Inventory and order all required election supplies to be used during the election.
- Organize the preparation and distribution of ballot boxes, supplies and electronic equipment.
- Setup and oversee the advanced polling stations.
- Organize election day activities including election workers.
- Perform other duties as assigned pursuant to the Municipal Elections Act and the Municipal Act, ensuring compliance with legislation and timeline.

Skill & Qualification Requirements

- Successful completion of post-secondary education.
- Three (3) years' experience in municipal administration, leading and managing projects, including municipal election experience.
- Knowledge of municipal government processes and parliamentary procedures.
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