

Deputy Returning Officer (Legislated Services)

Competition Number		Job Code	
Posting Date	July 12, 2022	Closing Date	
Job Status	Temporary Part-Time		

Position Overview:

Reporting to the Managing Deputy Returning Officer (MDRO) and the Elections Office of the City Clerk, as DRO, you are responsible for ensuring all voters who are entitled to vote may do so and handling all situations that arise.

You enjoy detail-oriented or process-based tasks, learning to work with new software, and are comfortable sitting for extended periods.

You have a proven track record of knowledge regarding election processes or administrative experience and a keen eye for detail and procedure-oriented work. You work well with others and provide exceptional customer service to citizens and staff.

Responsibilities:

- Assist the Managing Deputy Returning Officer with the set-up and tear-down of the voting location
- Check and confirm identification of voters and confirm an elector's name as it appears on the Voters' List
- Strike elector names off the Voters' List
- Issue ballots to electors along with instructions on how to vote
- Provide hourly tally to the Managing Deputy Returning Officer
- Assist electors as required with completing forms as necessary
- Issue, verify and accept completed Proxy Voting forms
- Administer oaths as required
- Complete the appropriate documents when the voting location closes

Requirements:

- Comfort & confidence using a laptop computer
- Achieved passing grade on knowledge check
- Experience in previous municipal elections would be an asset
- Supervisor and/or leadership experience, including managing, coaching and engaging a diverse workforce, promoting and fostering effective teamwork
- Excellent problem solving and conflict resolution skills with the ability to identify solutions and manage competing stakeholder needs
- Ability to deal tactfully and courteously with the public
- Proven experience in public relations and conflict resolution
- Strong organizational skills and attention to detail
- Good communication skills with the ability to effectively provide direction and instruction
- Previous experience as an election official is an asset
- Second language is an asset

Must be:

- Legally entitled to work in Canada
- 18 years of age or older by October 2022
- Must be able to lift and carry the vote tabulator and/or Voter Assist Terminal (approx. 40 lbs.)
- Must have access to a reliable vehicle larger than a compact car

- Must have a cell phone for use on voting day

Must not be:

- A candidate or registered third party advertiser
- An immediate family member of a candidate
- Actively working to support or oppose a candidate in the Kitchener Municipal Election

Expectations

- Election workers must attend the required training sessions and remain at the voting location for the total 12 hours of their shift
- Honor your commitment to work on the assigned date(s)
- Arrive at voting place at 9:00 a.m. on voting day
- Remain within the voting place for the 12 hours from setup until the voting place is closed
- Efficiently facilitate a customer driven and impartial voting process that encourages participation and inspires confidence in the municipal election

We are committed to diversity and inclusion, and thank all applicants in advance. The City of Kitchener especially encourages applications from Indigenous persons, Black persons, racialized persons/persons of colour, women, persons with disabilities, those who are 2SLGBTQ+ identified and the intersections of these identities.

Accommodations are available during all stages of the recruitment process in accordance with the Human Rights Code.

We thank all applicants for their interest, however only candidates selected for further consideration will be contacted

Please note that as per Human Resources Policy HUM-HIR-110, "Employment of Relatives of Staff Members and Elected Officials":

"The immediate relatives of staff of the Human Resources Division, all Directors, General Managers, or the Chief Administrative Officer and Elected Officials shall not be employed by the City in any capacity. The immediate relatives of all other Management personnel shall not be employed where such employment would be:

- 1. within the same Department in the case of permanent full-time, temporary full-time and part-time classifications.*
- 2. within the same Division in the case of students."*

Department	Corporate Services	Division	Legislated Services
Union Affiliation	Non-Union/Management	Number of Positions	Various
Hours of Work	Various		
Location			
Initial Location	Various	City	Kitchener
Compensation			
Total Pay (total includes payment for one mandatory training session)		\$322.08	
Any advance voting hours worked will be compensated based on an hourly rate.		(hourly \$20.13)	