

Job Description  
Election Coordinator

<b>Position:</b> Election Coordinator (Contract Position)		
<b>Reports To:</b> Director of Corporate Services/Clerk	<b>Revised:</b>	
<b>This Position Is:</b>	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Existing <input type="checkbox"/> Revised

**Job Summary:**

As a member of the Corporate Services Department, assists with planning and organizing the effective delivery of a transparent and accessible 2026 Municipal and School Board Election.

**Duties and Responsibilities:**

- Acts as an Election Official during the conduct of the 2026 Municipal and School Board Election.
- Assists with the development of a project plan for the election, including appropriate monitoring and follow-up.
- Assists in coordinating the materials and equipment necessary to effectively implement the election.
- Assists in researching, modernizing, developing and implementing strategies related to various aspects of the election.
- Supports the preparation, updating and the handling of the Voters' List and voter notification process to ensure all voters are informed of where and when they can vote.
- Assists in liaising to the public and candidates by regularly monitoring the election email address and extension and ensure responses are provided in a timely manner.
- Supports residents in verifying their status on the Voters' List through attendance at various functions throughout the community.
- Assists in coordinating the Municipality's election website information.
- Supports the voting process by assisting voters in registering and voting by internet/telephone and paper ballot with tabulation at the Voter Assistance Centre/Voting Place.

**Qualifications:**

- Post secondary diploma in Business related field or equivalent.
- Minimum of one-year previous experience in Municipal Government or equivalent.
- Completion of AMCTO Municipal Administration Program and Municipal Law Program is an asset.
- Previous experience with a municipal election is an asset.
- Previous experience or knowledge of local, provincial and federal laws with focus on the Municipal Act (MA), Municipal Elections Act (MEA), and Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

**Key Competencies:**

- Knowledge of Microsoft Office products, including Outlook, Word and Excel.
- Able to multitask and complete assignments with many interruptions.
- Strong organizational and communication skills.
- Able to work with tight timelines and meet deadlines.

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- Ability to use judgement and initiative.
- Ability to establish and maintain effective working relationships with employees, Council and the public.
- Ability to maintain confidentiality related to sensitive information.

### **Health and Safety:**

All Employees are responsible for being aware of, understanding and following Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

### **Supervision:**

This position does not require the incumbent to supervise or direct the work of others.

### **Contacts:**

Internal: Has contact with all employees and Council.

External: With the public, other Municipalities, private businesses, and all levels of government.

### **Working Conditions:**

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions of the job.

- Typical office environment conditions with minimal travel outside the office to attend meetings/conferences/seminars.
- Works in an environment that is subject to interruption and demands accuracy, attention to detail and multi-tasking.
- Tasks are somewhat diverse and some interpretation is required.
- Work is confidential in nature and requires discretion.
- Flexible 35-hour work week and may require occasional overtime (nights/weekends).
- Works within the administrative policies and procedures of the Municipality.
- Occasionally required to deal with minor conflicts/complaints.

### **Physical Demands:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions described.

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to sit for long periods of time and use their fingers for typing. Simple, easy muscular movements and limited intricate or repetitive tasks. Typical activities include sitting, standing, visual attention to details and movement of average weight materials. This job has limited capability to control interruptions and pace of work.

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**Impact of Error:**

- Missing deadlines could have financial implications.
- Deadlines that are not met could result in legal and long-term action.
- Financial impact could occur if accuracy is not a top priority.
- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality.
- Errors could result in loss of money for the Municipality.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. In order to meet the needs of the Municipality of Trent Lakes, employees may be assigned other duties, in addition to or in lieu of those described above. Duties are subject to change at any time.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

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Employee

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Date