

Deputy Chief Election Officer

Reports to: Manager of Corporate and Legislative Services

Part-Time, Contract Position: April through October 2022, approximately 200 hours.

Summary:

Under the direction of the Chief Election Officer (CEO), the Deputy Chief Election Officer will be responsible for providing a complex range of support services for the 2022 general location elections and school elections, including administrative assistance to the CEO, key election planning and procurement functions, and supervision and training of election officials.

This is a contract position that will begin in April and is expected to end by the end of October, 2022. Hours will vary depending on deadlines and will total approximately 200 hours over seven months.

Responsibilities:

- Work with the Village Communications Coordinator to ensure that legislated deadlines for public notice of election-related activities are met.
- Order and ensure delivery of supplies and signs for advance voting opportunities and general election day.
- Prepare and order ballots for general voting day and for mail ballots.
- Develop forms and templates and ensure all necessary forms are available for advance voting and general election day.
- Organize voter information card mail out.
- Organize mail ballots.
- Prepare a COVID-19 safety plan that satisfies the requirements of Vancouver Coastal Health.
- Ensure that public information is posted on the Village website and updated as required.
- Organize candidate information sessions and assist CEO in presenting information to potential candidates.
- Develop nomination packages (electronic and paper).
- Ensure that Elections BC receives the information and documentation it requires in a timely manner.
- Issue election sign permits.
- Assist the CEO in training election officials.
- Assist the CEO in scheduling and supervising of election officials for advance voting opportunities and general election day including vote count.
- Ensure that records of election and voting activities as legislated are maintained.
- Deal with problems as they arise leading up to election day.
- Prepare reports to Council as required.
- Liaise with Village staff as necessary to ensure all pre-election, election day, and post-election tasks are completed.
- Recommend improvements to election administration processes.
- Other duties and responsibilities as assigned by the CEO.

Skills and Experience:

- Ability to work effectively independently and as a member of a team
- Ability to establish and maintain effective working relationships with managers, co-workers, and the public
- Ability to communicate in a tactful manner and to defuse tense situations
- Discrete, with ability to maintain a high level of confidentiality
- Thorough knowledge of business English
- Skill and confidence in producing letters and writing reports
- Minimum Grade 12 or equivalent, preferably supplemented by post-secondary courses in administration
- Knowledge of local government an asset.
- Previous experience as an election official an asset