

# CITY OF HAMILTON

## CORPORATE SERVICES DEPARTMENT

(CITY CLERK'S DIVISION – ELECTIONS/PRINT & MAIL - LOCATION - 71 MAIN ST. W. 1<sup>ST</sup> FLOOR)

### MANAGER, ELECTIONS/PRINT & MAIL

#### SUMMARY OF DUTIES

Reporting directly to the City Clerk, is responsible for managing and co-ordinating all related activities of the Municipal Elections in the City of Hamilton consistent with the Municipal Elections Act, Municipal Act, Accessibility for Ontarians Act, Education Act, and the Building Code Act, along with ensuring the effective and efficient administration of Print & Mail activities. Responsible for the preparation, maintenance and monitoring of the Division's current and capital budget. Acts as a Commissioner of Oaths for all relevant City business. Responsible for all print, mail and courier functions for the City of Hamilton. When required performs all statutory duties of the City Clerk as defined by legislation.

#### GENERAL DUTIES

Manages all aspects of municipal elections and by-elections by ensuring all requirements under The Municipal Elections Act, The Municipal Act, Accessibility for Ontarians with Disabilities Act, Education Act, and the Building Code Act. are adhered to and by developing cost effective policies, procedures and action plans. Acts as Assistant Returning Officer for Municipal Elections.

Monitors amendments to Revised Statutes of Ontario having impact on municipal elections to ensure the continued compliance within the prescribed time period.

Responsible for being the spokesperson for the municipal election. Required to interact with members of the media, councillors, candidates, senior staff, city departments, provincial and federal governments and the public respecting election and ward boundary issues.

The Manager of Elections, Print and Mail is responsible for being the internal staff liaison responsible for handling ward boundary reviews. This requires the providing of evidence at Ontario Municipal Board hearings.

The Manager of Elections, Print and Mail is responsible for conducting the submission of by-law questions to the public outside of the municipal election period.

Ensures effective mechanisms are in place to facilitate the election event and address issues arising from the event. Monitors the design and production of the structure of the Voters' List, ward/voting subdivision maps and ward indices for filing with the Municipal Property Assessment Corporation.

Manages the creation/enhancement of municipal election procedures and databases inclusive of but not limited to those required for the use of vote counting equipment, tracking eligible voters, the application of rejection parameters, the establishment of voting centres, ballot faces/print files and municipal election results formats and products.

Reviews and evaluates Candidate Financial Statements and makes recommendations regarding Compliance Audits.

Manages all pre and post election event support, such as the contingency planning process, the establishment of testing and audit procedures for the testing phase of tabulators and the electoral event.

Monitors the gathering of evidence, documents and the preparation of affidavits in response to legal challenges submitted to the Court; representing the City Clerk in court to defend challenges to the election event and acts as the Recount Officer in instances where a recount is to be conducted.

Monitors external resources contracted to maintain the integrity of the election process, such as, but not limited to the

use of an external auditing firm to review and assess the voting system and the internal systems and procedures developed by the City of Hamilton Elections staff, to ensure its confidentiality, availability and integrity.

Provides reports to the City Clerk on status, progress, issues requiring action and remedial action plans. Prepares annual reports on program activities and progress and the establishment and continuation of policy and procedure manuals for operational guidance.

Responsible for the overall management of the Print & Mail Section by ensuring the smooth flow of projects through the section and ensure that all customer production considerations such as quality, delivery and budget are met.

Print, Mail and Courier activities include the procurement process for postage machines, oversized printers, print tender contracts, and braille printers.

Provides strategic leadership, mentoring and direction to elections and print and mail staff. Manages staff and staffing requirements including interviewing, hiring, orientation and regular performance reviews. Evaluates needs and ensures adequate training and career development for staff. Provides opportunities for regular staff input and feedback to enhance management and team performance. Prepares long and short-term work plans.

Directs activities associated with the recruitment and selection of voting place personnel to meet the administrative and legislative requirements associated with the conduct of an electoral event. Directs the planning, development and implementation of training programs and presentations as required. This includes the research, authoring and presenting of all training programs for positions related to municipal elections.

Participates in the development of Divisional goals and objectives. Develops, implements and monitors an operational plan for the organizational unit, and ensures alignment with Divisional, Departmental and corporate plans.

Participates in budgetary process by responsibly projecting and maintaining costs associated with the organizational unit. Develops and monitors current sectional budget consistent with the Division's operating objectives and assures their adherence. Develops mitigation strategies as required to meet future demands and demonstrated budgetary restraints.

Responsible for ensuring that City Clerks Division information pertaining to Elections is maintained and updated on the City's website.

Participates as a member of Clerk's Management Team.

Participates in labour relations matters by maintaining close liaison with Human Resources.

Must be able to perform all statutory duties as defined by legislation in the absence of the City Clerk.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies or procedures.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Must be available to work extended hours and weekends as required.

Performs other duties as assigned which are directly related to the responsibilities of the position.

**QUALIFICATIONS**

1. University Degree in Business Administration or Political Science or equivalent combination of education and related work experience with five to six year's related experience in a management or supervisory capacity preferably in a municipal setting.
2. Progressive professional experience in conducting municipal elections and demonstrated leadership in leveraging technology, improving business processes and efficiencies in all aspects of municipal elections.
3. Sound knowledge and understanding of Municipal Elections Act, The Municipal Act, The Education Act, Accessibility for Ontarians with Disabilities Act, the Building Code Act and Municipal level parliamentary practices and procedures, Rules of Order, and general statutes governing municipal operations in Ontario.
4. A.M.C.T. Professional Designation an asset, or other Parliamentary experience.
5. Highly developed analytical and project planning skills with a proven track record for long-term visioning and big picture thinking.
6. Demonstrated ability to effectively manage a large team in a results-oriented environment.
7. Demonstrated financial management skills developing, implementing and monitoring operational, capital budgets and Election Financial Statements and Auditors' reports.
8. Proven ability to contribute meaningfully to the strategic and business planning processes and direction of the organization.
9. Excellent interpersonal and communication skills and ability to deal diplomatically with the media, elected officials, government departments, all levels of management, staff and the public.
10. Experience modernizing work environments and proven change management experience to help staff with the transition. Demonstrated ability adapting to, and supporting continual change, including new technology, systems, processes and business requirements
11. Must be able to perform effectively in a fast-paced environment under pressure within severe time constraints that requires a high degree of attention to detail, project management, vendor management, decisiveness and problem-solving techniques.
12. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
13. Experience writing reports and presenting in front of large diverse groups of people.
14. Ability to attend evening Council/Committee meetings as required.
15. Ability to manage competing priorities in a high-pressured environment and balancing responsibilities to ensure rigorous and transparent service delivery while still meeting required outcomes.
16. Experience working with a large and temporary workforce and ensuring they are available, well trained and motivated to reliably and consistently deliver rigorous, non-negotiable standards, processes and procedures.
17. Ability to uphold integrity, confidentiality, transparency and neutrality within a political environment.
18. Experience supporting transparency and disclosure of public processes and documentation.

**NOTE 1:**

Attendance at some evening meetings may be required. Weekend and evening hours required during an election year.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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