

# CITY OF HAMILTON

## CORPORATE SERVICES DEPARTMENT (CITY CLERK'S DIVISION – ELECTIONS/PRINT & MAIL SECTION - LOCATION – 71 MAIN ST. W.)

### COORDINATOR, ELECTIONS

#### SUMMARY OF DUTIES

Reporting to the Manager, Elections/Print & Mail, responsible for the coordination of all municipal election related activities. The Coordinator, Elections is responsible for municipal election preparation activities including the organization of voting locations and election staff training; assists with monitoring the election budget and ensuring the municipality's compliance with the legislated requirements of the Municipal Elections Act (MEA) and Municipal Act (MA).

#### GENERAL DUTIES

Responsible for the overall coordination of municipal election preparation activities including the organization of voting subdivisions, training of voting day staff, testing and preparation of any voting and/or vote counting equipment/technology.

Responsible for temporary elections staff recruitment, training, supervision. Provide effective recommendations to assist the Manager, Elections/Print & Mail with elections staff performance review, promotion and discipline.

Responsible for the development and implementation of training programs for all temporary election staff.

Assist in the development of operational policies and procedures.

Assist the City Clerk and Manager, Elections/Print & Mail with communication initiatives surrounding municipal elections.

Responsible for monitoring the compliance of municipal election candidates with the financial reporting requirements of the *Municipal Elections Act (MEA)*.

Responsible for securing required voting locations and entering into required rental contracts.

Responsible for the custody and maintenance of all municipal election records.

Assist the Manager, Elections/Print & Mail with preparation and monitoring of the election budget, including the preparation of budget reports as necessary.

Receive and respond to information requests from the public, candidates, co-workers, government agencies, vendors, service providers and other stakeholders regarding the election process

Co-ordinate communications to staff and elected officials regarding their responsibilities under the MEA.

Coordinate the registration of voters, third-party advertisers and nomination of candidates.

Perform revisions to Preliminary List of Electors; revise, maintain, finalize, produce and distribute the voters' list.

Must be available to work extended hours as required during peak election time.

Perform such other duties as may be assigned that are directly related to the normal functions of the job.

**QUALIFICATIONS**

1. University Degree in Business Administration or Political Science or a combination of related education and related work experience in a municipal environment. Previous progressive elections coordination experience preferred.
2. Demonstrated project management skills including the ability to independently prioritize, organize and complete multiple assignments simultaneously to sometimes unyielding deadlines.
3. Professional Designation with AMCTO considered an asset.
4. Sound working knowledge of the *Municipal Elections Act* and the *Municipal Act 2001*, as amended.
5. Excellent interpersonal and communication skills and demonstrated ability to deal diplomatically with all levels of management, staff, elected officials and the public.
6. Demonstrated accounting experience with knowledge of municipal budget process.
7. Experience in a computerized working environment including intermediate knowledge of Microsoft Office software (Word, Excel, Outlook, PowerPoint).
8. Flexibility to work extended hours as required during peak election time.
9. Proven communication skills and experience with multiple levels of government and large audiences.

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