

CITY OF HAMILTON

CITY MANAGER'S DEPARTMENT

(CITY CLERK'S DIVISION – ELECTION - LOCATION – 77 JAMES ST. N., SUITE 220)

ELECTIONS OFFICER - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Co-ordinator of Elections and Freedom of Information, responsible for the recruitment, scheduling and payment of all Election workers; conducting site assessments, preparing rental contracts and co-ordinating payment of all voting locations to be used for the 2010 Municipal Election; and ordering of all Election-related supplies.

GENERAL DUTIES

Conducts site visits of all voting locations to be used for the 2010 Municipal Election to assess site for accessibility, space requirements, set-up, equipment needs, available parking, etc.

Prepares rental contracts and correspondence to Boards of Education, City departments, businesses, etc. in confirming voting locations, required equipment and furniture, set-up, etc.

Liaises with suppliers, Election workers, and contacts at voting locations, school boards, etc. on election-related matters.

Requisitions and authorizes payment for voting locations following the Municipal Election.

Responsible for the recruitment of all Election workers.

Co-ordinates the placement and scheduling of approximately 1,500 Election workers and backups at all voting locations at advance voting locations and on Election Day.

Takes necessary action to resolve last minute staffing problems at Advance Voting Locations and on Election Day.

Creates, maintains and regularly updates an Election worker database using Excel.

Liaises with the community to increase bank of Election workers.

Assists in training Election workers.

Co-ordinates and requisitions payment of all Election workers following the Municipal Election.

Prepares an inventory of Election supplies and communicates with vendors and suppliers in the ordering of all Election supplies.

Co-ordinates and conducts enumeration of eligible electors at McMaster University and Mohawk College.

Assists in testing and maintenance of the Accu-Vote voting tabulators.

Prepares election-related correspondence, forms and documents.

Receives and responds to election-related inquiries from Members of Council, candidates, Election workers and the general public.

Following election, dismantles and stores supply boxes, election equipment, and provides Coordinator with an Election Assessment (list of problem areas, successes and recommended actions, etc.) for next Municipal Election.

Must be flexible in work schedules and available to work overtime as required to meet election operational needs.

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

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.

QUALIFICATIONS

1. Demonstrated knowledge and working experience in a business environment including experience in accounts payable, recruitment procedures, preparation of rental contracts, ordering supplies and conducting site assessments. Demonstrated work experience in scheduling, recruiting, hiring and coordinating large number of employees/events. These skills are obtained through a combination of relevant education and experience.
2. Either a general business diploma/degree is an asset.
3. Ability to exercise judgement, initiative and capable of working independently as well as part of a team.
4. Experience in a computerized environment. Working knowledge of Word, Excel, and Microsoft Outlook. Detailed working knowledge of spreadsheet and database preparation and manipulation.
5. Demonstrated ability to prepare correspondence.
6. Ability to work in a fast-paced deadline-driven environment, maintaining focus and completing multiple tasks in short turn around times.
7. Ability to set priorities and outstanding organizational skills.
8. Demonstrated ability to communicate effectively, both verbally and in writing with a wide range of customers (i.e. the public, Councillors, School Boards, Businesses, Churches, media, other City Departments, election candidates and workers).
9. Must possess a Class "G" Driver's Licence.
10. Must be flexible in work schedules and available to work overtime as required to meet election operational needs. This position requires you to be physically capable of lifting up to 35 pounds.
11. Knowledge of the Municipal Elections Act would be an asset.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.