

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

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

PROJECT MANAGER, ELECTIONS OPERATIONS & LOGISTICS

SUMMARY OF DUTIES

Reporting to the Manager, Elections/Print & Mail, the Project Manager, Election Operations and Logistics provides project management expertise for the development of all election related initiatives and activities for the Corporation. This position is responsible for strategy development, logistical forecasting, planning and preparations for municipal elections and by-elections, and coordination of all municipal election related activities. The Project Manager, Election Operations and Logistics will monitor, research, and inform on best practices in elections, including amendments to legislation, regulations, and policy, and will provide advice and recommendations to management that ensures the municipality's compliance with the legislated requirements of the Municipal Elections Act (MEA), Municipal Act (MA) and all other relevant legislation. This role is additionally assists with preparing and monitoring the election budget and ensuring compliance with the City's Procurement By-Law.

GENERAL DUTIES

Participates in strategic planning for municipal elections and by-elections, ensuring alignment with legislative requirements under the Municipal Elections Act, 1996 and related acts and regulations.

Develops and manages a project plan to ensure the successful implementation of the election strategy, including identifying project objectives, creating terms of reference, initiating needs/impact assessments, identifying and consulting with relevant stakeholders, creating a schedule, identifying milestones and dependencies, and conducting risk assessments.

Provides support and input into the preparation of the elections budget.

Assists with the management and monitoring of elections-related expenses to ensure cost effectiveness and compliance with the City's procurement bylaw. Prepares budget reports as necessary.

Manages and coordinates all logistical project components required to implement the municipal election strategy, including the identification and implementation of voting methods and technology, staffing strategy and staff development, approach to outreach and engagement, and logistics.

Monitors research and information on best practices in elections, amendments to legislation, regulations, and policy, and provides advice and recommendations to management.

Writes reports, creates correspondence, and compiles and assesses statistics.

Develops and clearly communicates operational and administrative expectations for Elections project team, stakeholders, and vendors.

Oversees and maintains the Elections policy portfolio, including conducting best practice research, maintaining and updating policies, staying up to date with legislative changes, and identifying and consulting with relevant stakeholders.

Creates a knowledge management system and manages a library of elections materials, including reports, policies and procedures, memos, policy papers, briefing notes and associated materials.

Consults and liaises with internal and external stakeholders and municipal, provincial and federal counterparts relevant to elections and elections-related legislation.

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.

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. Demonstrated previous elections coordination experience preferred.
2. Demonstrated ability to lead and effectively manage projects in a results-oriented environment, with ability to plan, assign and co-ordinate the work of project teams, including excellent facilitation and organization skills.
3. Possess strong written and oral communication skills combined with analytical, conceptual, technical and interpersonal skills, personal integrity and professional commitment.
4. Demonstrated ability to independently prioritize, organize and complete multiple assignments simultaneously to sometimes unyielding deadlines.
5. Professional Designation with AMCTO is preferred.
6. Sound working knowledge of the *Municipal Elections Act* and *the Municipal Act*.
7. Excellent interpersonal and communication skills and demonstrated ability to deal diplomatically with all levels of management, staff, elected officials and the public.
8. Flexibility to work extended hours as required during peak election time.

NOTE 1:

Must be flexible in work schedule and available to work overtime during peak election time.

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