

## POSITION DESCRIPTION

# Returning Officer

Elections Manitoba is an independent office of the Legislative Assembly responsible for delivering free and fair provincial elections. All employees with Elections Manitoba (EM) must be non-partisan in perception and fact, and sign a confidentiality agreement.

## Position Summary

A returning officer (RO) is responsible for the preparation and delivery of free, fair and accessible electoral events in their electoral division. The RO manages all aspects of the election within their electoral division, including human resources and material and financial requirements through the pre-writ, election phase and post-election reporting and assessments. The RO is appointed by the Chief Electoral Officer (CEO) and reports to the CEO and/or designate.

The position involves working long hours, seven days a week, during the 28-day election calendar and for several days after the election. Prior to the election, ROs must be available on an occasional, part-time basis to carry out activities such as pre-election planning assignments, and attending training or briefing sessions, etc. It is preferred that ROs have a valid driver's license and access to a vehicle for their work.

## Conditions of Employment

- Eligible voter and resident of the electoral division in which they are working
- Remain completely non-partisan during their term of appointment
- Successfully complete a criminal record check
- Have a valid driver's license and access to a reliable vehicle
- Know the electoral division well and be prepared to travel within it

## Qualifications

### Essential

- Experience in managing and directing complex projects or events
- Leadership skills and a commitment to high legal and ethical standards
- Ability to hire, train and manage approximately 100 staff during election period
- Ability to manage financial resources
- Experience in managing and tracking materials and supplies
- Excellent verbal and written communication skills
- Effective problem-solving skills in a fast-paced deadline-driven environment
- Computer literacy and the ability to learn and adapt to various applications
- Ability to adhere to strict deadlines and processes
- Commitment to delivering excellent service
- Experience providing accurate and timely updates and reports

## Desired

- Familiar working with legislation, policies and regulations
- Election employment experience
- Ability to communicate in French, particularly in bilingual electoral divisions
- Ability to communicate in another language, other than French and English, which is spoken in the electoral division

## Position Duties and Responsibilities

Within their electoral division the RO:

- Plans, organizes and delivers electoral events as outlined in election policy and legislation
- Administers *The Elections Act*, *The Election Financing Act* and *The Referendum Act* in their electoral division, includes associated regulations such as the Tariff of Payment
- Performs their duties in a completely non-partisan manner
- Hire, train and manage election staff within the electoral division
- Manages financial resources
- Manages and controls materials and supplies
- Communicates with the public, candidates, official agents and Elections Manitoba support and headquarters staff
- Ensures all communications are professional, respectful and timely
- Contributes to the improvement of the electoral process
- Fulfills all reporting requirements in an accurate and timely manner
- Uses EM systems to track and report on election activities
- Takes direction from and reports to CEO and/or designate

## Responsibilities

**Pre-election:** Plans and prepares for an election by carrying out pre-election tasks that include, but are not limited to the following:

- Completes pre-election plans
- Locates suitable and accessible space for the returning office, polling places and negotiates with landlords
- Supervises set-up of office
- Recruits, appoints and trains office staff
- Manages targeted registration based on set criteria
- Reviews electoral division and voting area boundaries and maps

**Election Period:** Plans and organizes the delivery of electoral events

- Manages the delivery of all voting opportunities
- Posts required public notices and responds to public inquiries

- Recruits and appoints election staff
- Ensures that employees are trained in procedures and understand their roles and responsibilities
- Ensures election officials and staff respect confidentiality guidelines
- Manages the performance of all staff and completes employee evaluations
- Implements security measures for the protection of information, assets, staff and the general public at the returning office and at voting places
- Oversees and directs the updating of the voters list to ensure all eligible voters are accurately added
- Manages the nomination process – reviewing documentation and responding to inquiries, and providing for the approval of candidates within legislated deadline
- Establishes accessible voting places
- Assigns election officials to voting stations and issues their supplies
- Upon request, arranges for the distribution of the voters list to candidates
- Coordinates, validates and reports on the results of the vote
  - Manages and directs the counting of votes on election night including public reporting
  - Conducts final tally to confirm results and declare candidate
- Manages the judicial recount process, if necessary

**Post-election:** Contributes to the improvement of the electoral process

- Coordinates the return of election documents, furniture, equipment and telephones
- Completes administrative post-election reporting
- Participates in event debriefs and consultations
- Engages in consultations with Elections Manitoba that contribute to procedural, organizational and/or technical improvements to increase the efficiency of electoral events

## Supervisory Responsibilities

Identify the supervisory responsibilities of the position.

- Recruit, train and manage up to 100 staff throughout the election process.

## Scope for Independent Action

- Expected to resolve issues within the electoral division and reach out to headquarters for unusual matters that require additional support
- Expected to problem-solve within electoral division and raise sensitive or unusual issues with headquarters
- Request and act on advice from CEO or designate for election-related matters