

*The principal mandate of the Office of the Chief Electoral Officer is to administer provincial electoral events, ensuring they are fair and free of political influence as set out in The Elections Act and The Election Financing Act. Within this mandate, the Chief Electoral Officer promotes voting opportunities to all eligible voters, educates the public about the electoral process, and provides assistance to political entities in complying with election legislation. The environment within which this mandate must be carried out is complex, dynamic, demanding and time-sensitive.*

### **POSITION DESCRIPTION:**

Under the general supervision of the returning officer (RO) and the assistant returning officer (ARO), the registration supervisor (RS) is appointed in each electoral division to provide assistance supervising the conduct of targeted registration and targeted revision. It is preferred the RS is a resident of the electoral division. The RS must remain impartial in all dealings during an electoral event and not engage in any partisan activity.

### **KEY RESPONSIBILITIES BY PHASE OF ELECTION:**

Under the guidance of the returning officers, the registration supervisor will act as the main point of contact for registration agents within the returning office including:

#### Opening the returning office:

- Assist in the recruitment of registration agents;
- Attend registration agent training and assist the training supervisor in training preparations as required
- Assist in contacting registration agents to confirm availability and schedule for training and work
- Organize and set-up the returning office for enumeration

#### Active registration/revision:

- Supervise the daily activities of approximately 30 registration agents
- Monitor targeted registration and/or revision to ensure quality, quantity, timeliness
- Assist registration agents as necessary to gain access to apartments etc.
- In coordination with the returning officer produce a list of addresses requiring targeted registration/revision daily
- Provide reports on the status of registration/revision to the returning officer as requested
- Assist in the review of registration agent work schedules and routes to ensure activities are conducted effectively and efficiently
- Inspect registration records for accuracy, legibility and completion
- Work in cooperation with the assistant returning officer to correct any quality control issues that arise during data entry
- Provide ongoing support and encouragement to registration agents

### **QUALIFICATIONS:**

- Experience working effectively with others under tight deadlines
- Knowledge of the electoral division and its geography
- Strong attention to detail
- Ability to problem solve and recommend solutions

## REGISTRATION SUPERVISOR JOB DESCRIPTION



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- Proficiency using computers and technology.
  - Planning and organizational skills. During the election period, the returning office runs at a fast pace in a busy and deadline driven environment
  - Strong communication skills with the ability to communicate clearly and accurately to election officers.
  - Flexibility, as the registration supervisor's role commences with the issue of the writ of election, which may take place anytime between now and September 2020. This role requires flexibility in both the start date of work as well as the hours of work throughout the election period.
  - Experience with the enumeration/registration process is considered an asset.

### **HOURS & REMUNERATION:**

Hours of work will be established by the returning officer.

Training Supervisor receives \$16.35 per hour.