



POSITION VACANCY

Call Number:	2021 - 51
Position:	Municipal Elections Assistant
Contract:	October 2021 to December 2022
Work Schedule (hours & days):	8:30am to 4:30 pm, Monday to Friday (35 hour work week) Includes evenings and weekends
Hourly Rate:	\$34.12
Date Posted:	September 30, 2021
Closing Date:	October 15, 2021 at 4:30 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, October 15, 2021**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

To help reduce the risk of COVID-19 transmission, the City of Niagara Falls implemented a Vaccination policy whereby all new hires as a condition of being hired and provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by the City of Niagara Falls.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION

Clerks

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Municipal Elections Assistant
(Contract: October 2021 – December 2022)

POSITION SUMMARY: This role is responsible for the administration and coordination of the 2022 Municipal and School Board Elections while working as a key member of the election team with the City's FOI, Records & Elections Officer as well as the City Clerk. Helps develop and maintain the elections schedule, oversee the nomination process, coordinate the recruitment and training of election staff, arrange for polling locations, coordinate the preparation and deployment use of voting equipment and technology, set up related software programs and vote tabulating equipment.

RESPONSIBLE TO: FOI, Records & Elections Officer

RESPONSIBLE FOR:

1. Assist with the planning and organizing of the effective delivery of the 2022 Municipal and School Board election in compliance with the *Municipal Act, 2001, Municipal Elections Act, 1996, Education Act, Accessibility for Ontarians with Disabilities Act* and related legislation.
2. Assist with all aspects of securing voting locations by conducting inspections and assessing accessibility needs, securing permits, developing floor plans, arranging equipment and election day supplies.
3. Manage the inventory, storage, distribution and return of election equipment, ballots and supplies throughout the election as well as on voting day and during advanced voting.
4. Assist with the handling of the Voters' List and voter notification process to ensure all electors are informed of where and when they are able to vote.
5. Prepare training materials and legislative forms, coordinate training sessions for all hired staff and assist with the delivery of the election training.
6. Participate in the Niagara Area Elections Working Group comprised of Municipal Clerks, Deputy Clerks and Election Coordinators from across the Region to ensure appropriate assignment of tasks and opportunities to share ideas, strategies and best practices.
7. Oversee any needs to re-evaluate the City's voting subdivision boundaries in cooperation with the Municipal Property Assessment Corporation (MPAC).

8. Assist with all communications with candidates, third party advertisers, and electors including candidate information packages, social media, election website and other content.
9. Assist with the handling of the Voters' List and creation and distribution of Voter Notification Cards.
10. Working directly with the public on all aspects of the elections, including electors, candidates, election workers and City staff.

POSITION REQUIREMENTS:

Post-secondary degree or diploma in Public Administration, Political Science or related.

Completion of the Municipal Administrative Program (MAP) from the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) is an asset.

Minimum one (1) year related experience in municipal government with a demonstrated understanding of legislation and processes related to the *Municipal Act* and *Municipal Elections Act*.

Related experience with Municipal, Provincial and / or Federal Elections is considered an asset.

Strong verbal, written and interpersonal skills are essential as well as experience in conducting training sessions and/or presentations.

Intermediate skills in Word and Excel.

Valid 'G' license and access to a reliable vehicle.

Revised: September 24, 2021