

*As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!*

The Supervising Deputy Returning Officer (SDRO) oversees the voting location and manages poll officials on election day.

### **Responsibilities:**

- Supervise one (1) voting location.
- Act as a liaison to relay information between the voting location and the Returning Officer.
- Report any services that are disrupted, incidents that occur or complaints that are made at the voting location to the Returning Officer in a timely manner.
- Contact poll officials to ensure your team is available to work on the prescribed days and times.
- Bring, set up, test and troubleshoot the technology.
- Follow troubleshooting steps to assist in resolving issues with technology (computer, printer, modem).
- Ensure staffing resources, supplies and poll layout conforms with standards.
- Ensure the voting location is free of any campaign materials.
- Ensure the voting location is accessible to the electors.
- Assist electors with disabilities, if required.
- Supervise poll officials to ensure proper procedures are being executed.
- Manage a large flow of electors within a voting location.
- Complete tasks using forms and lists on a computer equipped with VoterView software.
- Temporarily backfill a poll official role, if required.
- Ensure Scrutineers and candidate representatives are following guidelines set forth within the voting location.
- Resolve any issues at the voting location escalated by the poll officials as they arise.
- Ensure the voting location promptly closes on time, and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.
- Communicate the results to the returning office.
- Remove all posters and signage after closing on election day.
- Ensure poll supplies and technology from the voting location are returned to the returning office after closing on election day.
- Ensure time sheets from the voting locations are returned to the returning office after closing on election day.

### **Qualifications:**

- Access to a cell phone and vehicle to travel to and from the returning office and voting location.
- Availability to work up to 9 hours on advance vote days, including evening and weekends, and up to 12 hours on election day.
- Availability to attend a training session.
- Ability to lift up to 60 lbs.
- Ability to read and observe voting procedures at the voting location.
- Strong interpersonal communication (verbal and written) and problem solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to understand, rationalize and resolve situations efficiently as they arise.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to complete data entry of elector information using specific software programs.
- Ability to complete paper-based forms with clear and legible handwriting and good attention to detail, if required.
- Ability to calculate, tally and track the number of ballots manually, if required.
- Ability to work for long stretches of time (up to 12 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.

**Hourly Rate: \$31.25**

**Hourly Rate (Weekend): \$39.06**

If you're looking for an opportunity that will enable you to contribute to a growing and inclusive community, please apply and submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

**Deadline for applications is August 19, 2022**

Please be advised that effective November 1, 2021, all staff (including full-time, part-time, seasonal, and contract) will be required to receive two doses of a Health Canada-approved COVID-19 vaccine.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.