



Senior Elections Official

For City of Selkirk Municipal Elections

The City of Selkirk is looking for an individual to administer all aspects of the municipal election process in compliance with *The Municipal Councils and School Boards Election Act*.

The SEO will be responsible for:

- Discharging his or her responsibilities under the legislation independently and impartially
- Attending at the training provided for the election process
- Establishing and maintaining an up-to-date voters list for the City
- Exercising direction and supervision over the conduct of elections within an established budget
- Ensuring that election officials in the local authority carry out their duties with impartiality and in compliance with the legislation
- Providing election officials with instructions necessary to administer legislation
- Accepting nominations and communicating impartially with candidates
- Coordinating the counting of ballots and declaring of results
- Working in cooperation with Lord Selkirk School Division Senior Elections Officer
- Preparing and submitting all necessary reports before, during and after the Election

Qualifications:

- Must be eligible as per *The Municipal Councils and School Boards Elections Act*
- Must be able to work varied hours up to and including the day of the Election and following to meet the requirements of the legislation
- Possess excellent communication and organizational skills
- Have proficient computer experience, including working with a database
- Able to work independently and respectfully with the SEO of the LSSD, elected officials, the public and municipal staff

This is a contract position for a duration of approximately 8 months, preparing for, during and after the election period; with comprehensive training being provided in advance.

Interested individuals should apply in confidence indicating “**Senior Elections Official**” and provide an hourly rate expectation, with three (3) references, by mail, email or fax to the attention of:

Edie Henrichsen
Director of Corporate Services
200 Eaton Ave, Selkirk, MB R1A 0W6
ehenrichsen@cityofselkirk.com
Phone - 204-785-4910
FAX – 204-482-5448

We thank all who apply and advise that only those selected for further consideration will be contacted.