



EMPLOYMENT OPPORTUNITY

City of Selkirk
Senior Elections Official (SEO)
for 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 by November 20, 2017 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.