



Township of
**Leeds and the
Thousand Islands**

Job Description

Position Title: Election Assistant

Reports To: Municipal Clerk

Subordinate Positions: N/A

Position Summary:

Reporting to the Municipal Clerk, the Election Assistant will assist with the planning and implementation of the election process and related activities for the Municipal Election.

Responsibilities:

- Maintain election integrity by carrying out tasks in accordance with the *Municipal Elections Act*, *Accessibility for Ontarians with Disabilities Act*, and any other legislation relevant to the position or Township policies;
- Prepare, update and revise election materials including voter lists, information pamphlets, election handbooks, voter cards, training materials, forms, etc.;
- Assist with election-related inquiries from the public;
- Assist with municipal election communications, which includes preparation of information packages for candidates and notices for publications required by the *Municipal Elections Act*, and the dissemination of information to the public and candidates regarding the election process;
- Assist with monitoring and updating the election website;
- Update voting statistics on election day;
- Verify electors' ID in accordance with *Municipal Elections Act*;
- Schedule voting locations for advance and voting day poll locations and any alternative methods approved by Council as needed based on voting type (i.e. online or tabulator);
- Interacts with external contractors for the provision of election equipment and technology and maintain a wide range of external contacts to exchange information during the election process;
- Process orders, track inventory and organize supplies required to implement the municipal election;
- Assist the Clerk coordinate election staff on election day including supporting training session(s) to all election staff;
- Assist the Clerk with research of election strategies, including policies and procedures;
- Assist with completing all post-election tasks, including accessibility reporting, document management, equipment and supplies and recommendations for consideration for future elections;
- Maintain the integrity of the electoral process;

Election Assistant

Job Description

- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be a detailed and all-inclusive representation of the duties that may be inherent in this position.

Qualifications:

- Completion of a college diploma or university degree in public administration, business administration or equivalent in related experience;
- Minimum 1-2 years related experience in a municipal, office environment or equivalent;
- Experience using Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams);
- Experience in proofreading for quality assurance with attention to detail;
- Experience with TOMRMS classification system, and Laserfiche Cloud Suite is considered an asset;
- Experience with categorizing records as well as organizing their contents;
- General knowledge of legislation and regulations related to records management;
- Excellent administrative, interpersonal, organizational, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members;
- Willingness and ability to work long hours during peak periods, including evenings, statutory holidays and weekends as required;
- Shall be available to work on election day;
- Demonstrated ability to exercise discretion and confidentiality;
- Excellent verbal and written communication skills, and interpersonal skills;
- Ability to work effectively in a team environment;
- Ability to work with minimal supervision;
- Clear criminal records check and driver's abstract;
- Valid G driver's license and access to a reliable vehicle