

<b>Duties Summary</b>	The Returning Officer is responsible for the preparation and delivery of fair, compliant and impartial election in their Electoral District (ED).
<b>Reports to</b>	Chief Electoral Officer (CEO)
<b>Appointment</b>	The Chief Electoral Officer appoints the Returning Officer who holds the position until the Returning Officer resigns, moves out of the ED, the boundaries are changed or is relieved of duties for cause.
<b>Salary</b>	\$30.70/hour (non-election period) \$750/annum (annual honorarium) \$6,000/election or by-election (plus pay for milestone activities)

### Job purpose

- Reporting to the Chief Electoral Officer (CEO) the Returning Officer (RO) is responsible for the delivery, oversight and management of electoral events in the Electoral District they are appointed, in accordance with the *Elections Act*, and the policies and directions of the CEO.
- To work with the CEO to manage and deliver a fair, open, transparent, and non-partisan electoral event in the designated Electoral District (ED).
- To promote democratic participation

### Key activities

- recruits the Assistant Returning Officer
- Plans and organizes the delivery of access to voting; including special ballots, advance polls, and ordinary polls
- Manages and controls financial material, and human resources
- Administers the Yukon *Elections Act*
- Communicates information to the public, candidates, political parties, and Elections Yukon
- Contributes to the improvement of the electoral process

### Pre-event tasks

Training and planning for an election. The work is flexible and part time. Pre-event tasks include:

- Locates suitable and accessible spaces for the Returning Office and for polling locations, negotiates leases with landlords

- Recruits office staff
- Uses electoral technology
- Reviews the Electoral District's addressing information to ensure that electors are registered
- Identifies areas for targeted revision of the List of Electors, such as new residential developments, high-mobility areas, institutions, etc.
- Reviews polling division boundaries
- Ensures an outreach action plan is created for the target groups represented within the ED

### Election period tasks

Plans and organizes the delivery of access to voting:

- Publishes statutory public notices
- Appoints, assigns and directs the work of election officers
- Administers oaths
- Implements security measures to protect information, assets, staff, and the general public at the Returning Office and at Polling Locations
- Establishes an Office of the Returning Officer
- Establishes Polling Locations and distributes notices
- Ensures that registration and voting processes are conducted in compliance with the *Yukon Elections Act*
- Arranges for the distribution of the Lists of Electors to candidates
- Manages the revision and the printing of the Lists of Electors
- Coordinates, validates, and reports on the results of the vote
- Manages the judicial recount process, if required
- Coordinates the return of election documents, furniture, equipment and telephone apparatus
- Completes reports and returns

### Eligibility

Returning Officers must be qualified electors in their Electoral District; they must be:

- At least 18 years of age
- A Canadian Citizen
- Lived in the Yukon at least one year
- A resident in the Electoral District applying for

### Skills and Experience:

- Leadership
- Human resource management, including recruiting, hiring, supervising, and/or training staff
- Leading time-sensitive events and/or projects
- Managing activities in a computerized environment
- Ability to implement the statutory and administrative requirements of the office of the Returning Officer
- Able to navigate the internet, use email and word processing software
- Crisis management, the ability to resolve unexpected situations and negotiate to resolve difficult situations
- Effective oral and written communication
- Sensitivity to persons or communities with special needs in the electoral district
- Diplomacy, judgment, reliability, adaptability, and discretion
- Able to work in a fast-paced, dynamic environment
- Interpersonal skills

### Asset Qualifications

- Bilingualism
- Previous election experience
- Knowledge of the mandate, role and responsibilities of the Office of the Chief Electoral Officer

For more information, contact Elections Yukon at [info@electionsyukon.ca](mailto:info@electionsyukon.ca) or (867) 667-8683.

To apply for this position, visit [ElectionsYukon.ca/jobs](http://ElectionsYukon.ca/jobs)