

**JOB SUMMARY:**

The Election Assistant supports the Clerk/Director of Legislative Services and Deputy Clerk in planning, organizing, and delivering all aspects of the Municipal and School Board Election in accordance with the *Municipal Elections Act, 1996*, as amended. This position assists in voter services, election coordination, communications, and administrative functions to ensure a transparent, accessible, and efficient election for all residents.

**IMMEDIATE SUPERVISOR:**

Clerk/Director of Legislative Services

**STATUS:**

Temporary Full-time

**HOURS:**

35 hours per week, evening and/or weekends and extended hours during election period

**TITLES OF POSITIONS REPORTING TO THIS POSITION:**

None

**KEY DUTIES & RESPONSIBILITIES:**

- Assist with the planning, organization, and execution of the municipal election, including candidate and voter services.
- Provide front-line customer service to the public, responding to inquiries regarding voter registration, voting methods, and election processes.
- Assist with the management and maintenance of the Voters' List, including revisions, additions, and corrections in accordance with legislative requirements.
- Coordinate election materials, supplies, and equipment, including logistics for voting locations, Ballot Return Stations, and the Elections Centre.
- Support training, scheduling, and coordination of election officials and volunteers.
- Assist with election communications and public education, including website updates, printed materials, and social media messaging.

- Acts as liaison for the public, staff and/or candidates of the Municipal Election as required.
- Perform the duties of an election official during advance voting, Election Day, and other election-related events.
- Completes post-election tasks, including but not limited to document management, accessibility reporting, results tabulation, evaluations, secure storage of ballots, and makes recommendations to the Clerk/Director of Legislative Services for future elections.
- Ensure compliance with Township corporate policies, the *Municipal Elections Act*, and the Occupational Health and Safety Act.
- Provide administrative support, records management, and documentation related to election processes.
- Perform other duties as assigned by the Clerk/Director of Legislative Services or designate.

#### **ADDITIONAL RESPONSIBILITIES:**

- Provide coverage and administrative support within the Legislative Services Department, as required.
- Support initiatives that promote accessibility, transparency, and customer service excellence in the election process.
- Contribute to continuous improvement by identifying and recommending enhancements to election procedures, training, and technology use.

#### **EDUCATIONAL REQUIREMENTS:**

- Completion of a college diploma or university degree in Public Administration, Political Science, Business Administration, or a related field.
- Minimum of one (1) year of administrative or municipal experience, preferably in elections or legislative services.
- Experience with election management systems (EMS), voters' list management tools (e.g., VoterView), and/or municipal governance software considered an asset.
- Prior experience working in a municipal election or with public sector organizations preferred.

#### **SKILLS & QUALIFICATIONS:**

- Strong knowledge of municipal government operations and election procedures.
- Excellent organizational, communication, and interpersonal skills with the ability to interact tactfully with the public, candidates, and staff.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and digital collaboration tools (e.g., Teams, SharePoint).
- Ability to analyze information, solve problems, and manage multiple priorities in a fast-paced environment.

- Strong attention to detail, accuracy, and confidentiality.
- Ability to work independently and as part of a collaborative team.
- Valid Ontario Class “G” Driver’s Licence and access to a reliable vehicle.
- Clear Criminal Record Check (including Vulnerable Sector Check) required upon hire.
- First Aid/CPR certification an asset.

**EQUIPMENT, MACHINES AND TOOLS USED:**

- Standard office equipment (computer, printer, scanner, photocopier, telephone)
- Election-related equipment (tabulators, ballot boxes, signage, etc.)
- Digital communication and record management platforms

**EFFORT AND WORKING CONDITIONS:**

- Flexible schedule; will require occasional evenings, weekends, and extended hours during election periods.
- Work involves mental and visual concentration and may include moderate physical exertion related to materials setup or transport.
- Work is performed in both office and off-site election locations, sometimes in varying environmental conditions.
- May work independently or with minimal supervision in satellite locations.

**Approved By:**



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**Chief Administrative Officer**

**On:** \_\_\_\_\_

*Created: December 22, 2025*