

	Town of Rocky Mountain House POSITION DESCRIPTION FOR: Elections Coordinator		
Department:	Administration	Effective Date:	May 26, 2025
Reports To:	Legislative and Protective Services Manager		

General Accountability:

Under the direction of the Manager, Legislative & Protective Services, this contract position is primarily responsible for supporting the preparation, coordination, implementation and conduct of the 2025 municipal and school board elections in accordance with the Municipal Elections Act.

Core Duties:

Supports the planning and implementation of the elections process

- Implements election policies and procedures that have been approved by the Manager/Returning Officer
- Supports the preparation and monitoring of the election budget

Coordination of voting logistics, including voting locations, supplies and election-related technology

- Oversee the list of electors including revisions to the list, as required.
- Supports the procurement of and implementation of election equipment
- Liaises with Information Technology and other Town Departments as required in the development of election systems and software for responsibilities such as managing candidates, volunteers, staffing, voter lists, voting locations, delivery and display of results.
- Coordinates voting locations, coordinating with internal and external clients as necessary, including School Boards
- Coordination and distribution of ballot boxes, election supplies and any election technology for advance voting and Election Day

Assist in the recruitment, training and management of election personnel (on Advance Voting days and Election Day)

- Scheduling training sessions and providing training to election officials.
- Provides overall supervision of operations and procedures during Advanced Voting Days and Election Day

Supports communications, information and messaging for candidates, staff and the public to ensure a high level of customer service

- Develop written materials for circulation to candidates, staff and the public
- Help in preparing required election notices
- Ensure the election webpage is accurate and up to date
- Coordinates and supports the scheduling of materials for the candidate nomination process
- Performs other duties as assigned in accordance with Department objectives

- Other duties as assigned by the Legislative and Protective Services Manager/Returning Officer.

Health and Safety:

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual.

Reports To:

- Legislative and Protective Services Manager/Returning Officer

Minimal Qualifications:

- Completion of Grade 12 diploma.
- Post secondary certificate or Diploma in Office Administration or related field.
- Understanding the Municipal Elections Act and related municipal and provincial regulation.
- Knowledge of municipal election procedures with exposure to leading election and the processes.
- Sound knowledge and demonstrated experience working with the Education Act, Municipal Government Act as well as any other applicable legislation.
- Proficient in Windows based software including Word, Excel and Outlook.
- Excellent communication and interpersonal skills as well as strong organizational and time management skills.
- Political acuity and acumen.
- Satisfactory Criminal record check.

Guidance Received:

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are:

- Province of Alberta Municipal Government Act and regulations
- Town of Rocky Mountain House Bylaws and Policies
- Protection of Privacy Act (POPA) and Access and Information Act (ATIA).
- Elections Act and regulations.
- Written and/or oral directives received from the Legislative and Protective Services Manager/Returning Officer.

Contacts:

The Election Coordinator will frequently have contact with the following:

- Candidates.
- General Public.
- Election Staff.
- Town of Rocky Mountain House staff.

Environment:

Features of work which create unusual demands or, which create physical and/or mental stress are:

- The Elections Coordinator, at times, may be under significant pressure to meet deadlines.
- The ability to adjust to substantial changes in workload and prioritize accordingly.
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.

- Frequent interruptions for tasks, information and assistance to public and staff.

Physical Demands:

This position may include the following:

- Being seated for long periods of time.
- Bending & twisting motions.
- Lifting over 20 lb

CAO Approval: _____ 

Date: 05/27/25

SIGNATURES:

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities and qualifications for the position of Elections Coordinator. This description will form the basis for my classification level and the basis for my performance evaluation.

Employees Name: _____

Employee Signature: _____

Supervisor Signature: _____

Date: _____