



Rural Municipality of **LAKESHORE**

Senior Election Official

RM of Lakeshore is inviting applications for the position of Senior Election Official for the municipal election to be held in 2022. Reporting directly to the CAO, the Senior Election Official (SEO) is responsible for the overall municipal election process and must be able to interpret and understand all aspects of legislation pertaining to the municipal election process and provide consistent advice to his/her election officials and to the general public.

Key responsibilities:

- Appoint an Assistant SEO and other election officials as required
- Provide effective leadership
- Assist with the preparation of the election budget
- Establish and maintain the voters list
- Provide the Public Notice of Nominations
- Provide the Public Notice of the Election
- Establish and equip voting stations
- Order ballots
- Oversee all aspects of the election
- All other duties as assigned

Minimum Job Requirements:

- Experience in Microsoft Office Products
- Class 5 Drivers License
- Management experience considered an asset
- Must be willing and able to take election training sessions

Remuneration: Hourly remuneration to be negotiated.

Reimbursement will be provided for mileage, office supplies, phone calls and meal allowance for election day(s) and training sessions.

Position to remain open until suitable candidate is hired.

Only individuals contacted for an interview will be notified

Please submit your application to:

RM Of Lakeshore
Attn: Kevin Drewniak, CAO
PO Box 40, 206 Mackenzie Avenue, Ochre River MB R0L 1K0
Or
PO Box 220, 714 Main Street, Rorketon MB R0L 1S0
Email: CAO@rmoflakeshore.ca