

## Returning Officer



### **The Opportunity:**

The Town of Irricana is seeking a detail-oriented and experienced professional to serve as the **Returning Officer** for the 2025 municipal election. This is a temporary part-time position ending on or about October 31, 2025.

Reporting to the Chief Administrative Officer, you will be responsible for conducting and coordinating the 2025 municipal election, including candidate nominations, advanced voting, and election day activities in compliance with provincial and local statutes.

### **Position Details:**

Term: March 24, 2025 through October 31, 2025 (*Anticipated*)  
Wage: \$33.90 per hour, plus 4% in lieu of benefits  
Hours: 5 to 10 hours per week (Typical, may vary week-to-week)  
Arrangement: In-Person or Hybrid  
Classification: Non-Union

### **Key Responsibilities:\***

- Coordinate and oversee all aspects of the 2025 municipal election, ensuring compliance with the Local Authorities Election Act and the Town of Irricana Election Bylaw.
- Plan and execute candidate nominations and election day activities, as well as advance voting, special ballots, and institutional votes if/as required.
- Serve as the primary contact for candidates, agents, scrutineers, and the public, addressing inquiries and complaints.
- Develop an election workplan, schedule, and budget, employing industry-standard project management practices.
- Identify and mitigate risks associated with new election rules under the Municipal Affairs Statutes Amendment Act, 2024.

- Assist in creating a permanent electors register in collaboration with Elections Alberta and Alberta Municipal Affairs.
- Ensure voting stations are accessible, safe, and properly staffed.
- Deliver training for election workers to prepare them for their roles.
- Oversee ballot counting, manage recounts as necessary, and ensure official election results are published accurately.

*\*Please see the complete job description for full details*

### **Qualifications and Skills:**

- High School Diploma (Relevant post-secondary education is an asset).
- Demonstrated success organizing / delivering elections or censuses is very advantageous.
- Certification or experience in project management is advantageous.
- Minimum of 5 years' public sector experience, with strong political acumen and knowledge of municipal government processes, is preferred.
- Experience interpreting and applying legislation, particularly the Local Authorities Election Act and the Municipal Government Act.
- Proficiency with Microsoft Office and Adobe PDF.
- Excellent communication and public relations skills, with the ability to present complex information effectively.

The successful candidate may be required to undergo a Criminal Records Check (CPIC / CRJMC) prior to their official appointment.

**We're seeking a great teammate with a fantastic attitude and willingness to both teach and learn.**

Even if you don't meet all the qualifications, we strongly encourage you to apply by submitting a resume and cover letter (MS Word or PDF format) to [CAO@Irricana.com](mailto:CAO@Irricana.com) by **4:00pm on February 26, 2025**.

Position Description:

**Returning Officer**



|                         |   |              |   |                    |                              |            |   |               |  |              |                                     |  |
|-------------------------|---|--------------|---|--------------------|------------------------------|------------|---|---------------|--|--------------|-------------------------------------|--|
| <b>Position Title:</b>  | <b>Returning Officer</b>                        |              |   |                    |                              |            |   |               |  |              |                                     |  |
| <b>Classification:</b>  | Non-Union Position                              |              |   |                    |                              |            |   |               |  |              |                                     |  |
| <b>Line of Service:</b> | (15) Office of the Chief Administrative Officer |              |   | <b>Reports To:</b> | Chief Administrative Officer |            |   |               |  |              |                                     |  |
| <b>Perm:</b>            |   | <b>Temp:</b> | X | <b>FT:</b>         |                              | <b>PT:</b> | X | <b>Union:</b> |  | <b>Wage:</b> | \$33.90/hr + 4% In Lieu of Benefits |  |

**General Position Information**

Reporting to the Chief Administrative Officer, the Returning Officer is responsible for conducting and coordinating all aspects of Irricana’s 2025 municipal election, ensuring that the municipal election is conducted in accordance with provincial and local statutes, including the *Local Authorities Election Act* and the Town of Irricana’ Election Bylaw. The Returning Officer is also responsible for conducting and coordinating joint elections with Rocky View Schools and other elected authorities under the *Local Authorities Election Act*.

- This is a **temporary part-time position** ending on or about October 31, 2025.
- Hours of work will fluctuate from week to week, averaging approximately 5 to 10 hours per week.
- The position is eligible for a hybrid work arrangement.

**Primary Responsibilities (Essential Functions)**

- Serve as the Town of Irricana’s Returning Officer for the 2025 municipal election, including coordinating candidate nominations, preparing for and conducting the activities on election day, as well as planning for and conducting the advance vote, special ballots, and institutional votes.
- Serve as the primary contact for candidates, official agents, scrutineers, and the public including reviewing and responding to inquiries and complaints.
- Project manage the 2025 municipal election using industry standards and best practices for election planning, including the development of an overall election workplan, project schedule and costing, and techniques to monitor and control the execution of the municipal election.
- Identify and develop strategies to manage risks and emergent issues following the implementation of new election rules as a result of the Municipal Affairs Statutes Amendment Act, 2024.
- Assist with the creation and use of a permanent electors register for the 2025 municipal election as required

by the Municipal Affairs Statutes Amendment Act, 2024, including liaising with Elections Alberta, Alberta Municipal Affairs.

- Identify and make ready a suitable voting station, ensuring that the voting station is adequately staffed and resourced for election day, and that health, safety, and accessibility requirements are met.
- Develop and deliver training for election workers to ensure workers are prepared and equipped in accordance with the *Local Authorities Election Act*.
- Ensure that all ballots cast are counted, that any recounts are conducted in accordance with the *Local Authorities Election Act*, and that the official and unofficial election results are reported and published in accordance with the *Local Authorities Election Act*.
- Develop and provide information to candidates, official agents, and scrutineers to ensure that they are aware of their responsibilities and requirements.
- Coordinate with Elections Alberta and Alberta Municipal Affairs on additional ballots the Town is required to conduct on behalf of the provincial government.

### Qualifications and Experience

- High School Diploma (Post-secondary education an asset). Experience and/or certification project management is an asset.
- 5-years of public sector experience is preferred, including a strong political acumen and solid knowledge of municipal government and the legislative process.
- Experience interpreting and applying legislation, particularly the Local Authorities Election Act and the Municipal Government Act.
- Previous experience in the delivery of elections or censuses at any level is strongly preferred.
- High degree of digital literacy with skills in Microsoft Office suite and Adobe PDF.
- Exceptional communication (oral, written) and public relation skills, including the ability to condense complex legislative / technical information into memos, reports, and guides.

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|-----------------------|------------------------------|
| <b>Approved By:</b>   | Chief Administration Officer |
| <b>Date Approved:</b> | January 21, 2025             |

“Original Signed”

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**Chief Administrative Officer**