



Town of Gibsons

CHIEF ELECTION OFFICER (Temporary Contract Position)

The Town of Gibsons is seeking an experienced and qualified individual who will assume the role of Chief Election Officer for the 2018 Local Government Elections.

Reporting to the Chief Administrative Officer, the Chief Election Officer will oversee and coordinate all aspects of the election process including:

- Ensuring all required election proceedings are observed and enforced
- Hiring and training of election day staff
- Coordinating the polling locations
- Ordering and preparing supplies for the voting locations
- Preparing all statutory notices, declarations, forms and nomination packages
- Preparing the Voters List
- Preparing statistics and reports
- Coordinating the School Trustee election with School District No. 46

The ideal candidate will:

- have prior experience administering a local government election as a Chief Election Officer or Deputy
- have knowledge of and be able to interpret elections legislation
- be extremely organized and detail oriented
- possess strong interpersonal and communication skills
- be proficient with Microsoft Office and familiar with web-based applications
- have prior experience with an automated vote counting machine
- be a self-starter requiring little to no direction
- have a positive and energetic approach to work
- possess a valid Class 5 BC Driver's License and vehicle.

We would like to hear from you if you are qualified and thrive on the challenges this position offers. Apply in confidence by **August 31, 2018** to hr@gibsons.ca

**474 South Fletcher Road,
P O Box 340
Gibsons, BC V0N 1V0**

**P: 604-886-2274
F: 604-886-9735
www.gibsons.ca**