



Legislative Assembly of Prince Edward Island
Elections P.E.I.

Manager of Election Operations

Elections Prince Edward Island is a nonpartisan and independent office of the Legislative Assembly and has overall responsibility for the conduct and administration of elections and plebiscites on Prince Edward Island (provincial, municipal and school trustee).

Elections P.E.I. seeks a dynamic individual to provide confidential, nonpartisan management and research to the ever changing electoral process on Prince Edward Island and to ensure fairness, impartiality and compliance with the act(s).

The successful candidate will undertake responsibility for managing election operations. This will include administrative projects between and during elections. Protocol responsibilities include assisting in coordinating visiting dignitaries itineraries, assisting with courtesy visits of dignitaries and responding to daily protocol inquiries on protocol procedures.

The position requires knowledge of election legislation and provincial policies and procedures, organizational and management skills, human resource skills and a working knowledge of government.

Qualifications: The position is nonpartisan and requires extensive specialized knowledge of election legislation, policy, procedure and precedent in both Prince Edward Island and in other jurisdictions. Flexibility and superior organizational and planning skills are critical to manage the administrative and operational functions of the election office. A working understanding of the provincial GIS mapping system, the provincial civic address (911) system, familiarity with information technologies/computer systems and French would be considered assets.

Salary range: \$24.97 - \$30.99 per hour (Level 17 excluded contract including benefits)

To Apply: Qualified applicants should send their letter of application and resume, before Friday, July 9, 2010:

Mr. Lowell Croken
Chief Electoral Officer/Chief of Protocol
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Electronic applications are preferred: This position description is on the Elections P.E.I. website: www.electionspei.ca