

Department: Legislative Assembly  
Elections P.E.I.



Position: **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).

The Manager of Elections Operations is responsible for managing operations. This will include annual projects between and during elections. Elections Prince Edward Island must be ever ready to conduct a provincial election, provincial by-election, plebiscites, municipal elections, school trustee elections and a by-election with little advance notice.

The position requires knowledge of election legislation and provincial policies and procedures. The position requires knowledge of organizational and management skills and human resource management expertise. The position requires in-depth knowledge of the working of government as well as excellent oral and written communication skills. The position requires sensitivity and discretion to establish working relationships with all stakeholders and the ability to work in a multitasking and at times stressful environment.

Duties will include:

- To enforce on the part of election officers, fairness, impartiality and compliance with the act(s)
- To inform and enable all qualified electors and candidates to exercise their democratic right and ensure their constitutional entitlement in elections as entrenched in the [Canadian Charter of Rights and Freedoms](#).
- Responsible for development of policies and procedures for operations
- A working understanding of the provincial GIS mapping system
- A working understanding of the provincial civic addressing 911 system
- Familiarity with information technologies/computer systems
- French would be an asset
- Protocol responsibilities include assisting in coordinating visiting dignitaries itineraries, assisting with courtesy visits of dignitaries and responding to daily protocol inquiries on protocol procedures

- Assist with research and writing of amendments. This position entails liaising with other jurisdictions, Elections P.E.I.'s Legal Counsel and Legislative Counsel, providing legislative interpretation to the Chief Electoral Officer and the Deputy Chief Electoral Officer
- Other research as necessary for such issues as new voting methods and electoral systems
- Ensure department projects are developed and executed so as to be election ready
- Review all newly completed materials for compliance and completeness and to ensure strategies have been met (IE manuals, forms, reports, brochures etc.)
- Compile information on the issues as ever changing voting methods and electoral systems and distribute the information accordingly
- Provide specific support to senior level meetings and appropriate committees, commissions and working groups
- Assist in the development and implementation of ever changing voting methods and electoral systems
- The position requires a working knowledge of information technology and Microsoft office, WordPerfect, Word, spreadsheets and Power Point.

### **Qualifications**

The Manager of Elections Operations requires extensive knowledge of election legislation, policy, procedure and precedent in both Prince Edward Island and in other jurisdictions. Knowledge of the statutes concerned is a very specific area of focus and one that has tremendous impact upon the effective representation of all citizens and the management of elections. The position also requires knowledge of conditions throughout the province and the ability to implement programs on this basis. Specialized knowledge is required in several areas including election law, knowledge and appreciation of political organizations and their different structures and operating approaches as well as communications and public relations.

Superior organizational and planning skills are critical to manage the operations and functions of an election. Communication and interpersonal skills, sensitivity and discretion are essential to establish effective working relationships with all electors and with visiting dignitaries.

## Other

The Manager of Elections Operations is an integral member of the election preparation and conduct team who must be self motivated, organized, with knowledge of election processes and communications skills and who makes preparations critical to the conduct of elections in keeping with the mandate of administering an election. The task is challenging as legislation is constantly being amended and adopted, and these amendments change significantly the way in which elections are conducted. This necessitates new and revised communications and advertising materials being developed.

Elections are conducted under strict time lines under fixed election dates but the date of by-elections are unknown in advance. The uncertainty as to the timing of by-elections, significant changes to elections legislation and the possible consequences of any decisions taken must be taken into account when developing or revising new communications materials and keeping the web site up to date. Changes to these materials especially to reflect revised and new legislation and procedures in *The Elections Act, Election Expenses Act, Electoral Boundaries Act, Municipalities Act, Plebiscites Act and the School Act* must be made with the goals of streamlining, simplifying and making the election process economical.

Elections are delivered in a decentralized manner. This means that there are essentially 27 separate elections within a general election. The election's field has also become more complex over the past 10 years. The proper and timely training of 27 Returning Officers is extremely important and time consuming. At various times there is up to four casual staff in Operations to prepare for and conduct a general election and during an election approximately 2,000 election field worker's province-wide.

Elections require a constant state of readiness. In anticipation of a general election or a by-election, materials, forms and manuals including communications materials and advertising, required to deliver a proper election must always be on hand. The timely distribution of materials must be made prior to and/or immediately upon the call of the election.

The Manager of Elections Operations must establish effective working relationships with electors, election officials, political party representatives, government departments and the media. The Manager of Elections Operations must be absolutely nonpartisan. Contacts include senior government officials, political representatives, senior legislative officers from across Canada, electors, the media and election workers. The responsibilities of this position impact directly on every qualified voter through the need to ensure that the public is well aware of their opportunities to exercise their constitutional entitlement to vote.

Salary Range:           \$24.79 - \$30.99 per hour (Level 17 Excluded with benefits)