



SUMMER VILLAGE OF SANDY BEACH

March 23, 2017

Job Title	Returning Officer (1)
Full/Part-Time	Part time leading up to and post-polling day
Regular/Temporary	Contract term to end after Elections
Closing Day	Until recruiting is complete

This position will report to the CAO/Administrator of the Summer Village of Sandy Beach.

We are seeking a Returning Officers to administer the 2017 municipal election process and serve as the Returning Officer for the Summer Village of Sandy Beach.

Candidates must possess the following qualifications:

- ✓ Previous experience as a Returning Officer;
- ✓ Knowledge of the Local Authorities Act of Alberta;
- ✓ A team player who has the ability to teach and train staff;
- ✓ Interpersonal skills with the ability to communicate effectively, written and verbal;
- ✓ Ability to exercise sound judgment under a variety of situations;
- ✓ All duties specified in the Local Authorities Elections Act;
- ✓ In addition to duties specified in the Act, all things necessary for the conduct of an election;
- ✓ Possess valid Class 5 Alberta Driver's License and vehicle;
- ✓ Criminal Record check satisfactory to the Summer Village of Sandy Beach.

Kindly forward cover letter and resume and/or inquiries to:

cao.svsandyb@xplornet.ca

The Summer Village of Sandy Beach appreciates resumes received, however only those short listed will be notified.