



## SUMMER VILLAGE OF SANDY BEACH

March 23, 2017

Job Title	Deputy Returning Officer (2)
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 (2) Deputy Returning Officers to assist and carry out the duties that a Returning Officer assigns to the deputy for successful administration of the 2017 municipal election process.

***Candidates must possess the following qualifications:***

- ✓ Previous experience as a Deputy Returning Officer;
- ✓ Knowledge of the Local Authorities Act of Alberta;
- ✓ Interpersonal skills with the ability to communicate effectively, written and verbal;
- ✓ Individual must be a team player and have the ability to accept direction as assigned;
- ✓ 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.***