

EMPLOYMENT OPPORTUNITY

Senior Election Official

Applications are being accepted for the position of Senior Election Official (SEO) for the Rural Municipality of Pipestone.

The SEO is responsible for the overall municipal election process and must be able to interpret and understand all aspects of legislation pertaining to the municipal election process and provide consistent advice to other election officials and to the public.

This position starts once appointed by council resolution with varied hours of work in the year of a regular election, falling in the months of September and October.

Duties will include:

- appointing other election officials as required;
- establishing and maintaining the voter's list;
- giving public notice of nominations;
- receiving and verifying the nominations;
- establishing and equipping the voting places;
- giving public notice of elections;
- printing the ballots;
- overseeing all aspects of the election on election day and all other duties as established in the Municipal Councils Election regulation and The Northern Affairs Act.

In the years when a regular election is not required, the SEO will be responsible to update and maintain the voter's list and to conduct by-elections, if required.

The successful applicant must have some election experience, strong management, communication and interpersonal skills. Computer experience would be a definite asset.

Remuneration is \$26.00 per hour.

For more information about this position please email hrpipestone@rmofpipestone.com

The Letter of Interest from applicants should include education and experience and will be accepted until filled and can be delivered, mailed or faxed to:

Rural Municipality of Pipestone
Box 99, Reston, MB R0M 1X0
Phone: 204-877-3327
Fax: 204-877-3999
Email: hrpipestone@rmofpipestone.com

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. Disability accommodations available upon request.