



Manager, Elections – Print & Mail

Hamilton, ON

Are you experienced in municipal elections and committed to continuous improvement in policies, practices and procedures? Can you think strategically as well as develop practical, cost-effective action plans? If so, this opportunity with the **City of Hamilton** would be an exciting career move.

Reporting directly to the City Clerk, you'll manage and co-ordinate all related activities of the Municipal Elections in the City of Hamilton, consistent with the Municipal Elections Act, the Municipal Act, the Accessibility for Ontarians with Disabilities Act (AODA), the Education Act, and the Building Code Act, along with ensuring the effective, efficient administration of Print & Mail activities. This will include providing strategic leadership, mentoring and direction to Elections and Print and Mail staff with a view to ensuring the confidentiality, availability and integrity of the voting system, and meeting quality, delivery and budgetary goals.

As Manager of Elections, Print and Mail, you'll be responsible not only for the preparation, maintenance and monitoring of the Division's current and capital budgets, but also for all City of Hamilton print, mail and courier functions, managing the modernization of the section to maximize efficiencies and optimize customer satisfaction. With your parliamentary experience, you're also prepared to act as a Commissioner of Oaths for all relevant City business and, when required, to perform all statutory duties of the City Clerk as defined by legislation.

QUALIFICATIONS

Your qualifications as Manager of Elections, Print and Mail, will include:

- University degree in Business Administration or Political Science, or an equivalent combination of education and related work experience with five (5) to six (6) years' related experience in a management or supervisory capacity, preferably in a municipal setting.
- Progressive professional experience in conducting municipal elections and demonstrated leadership in leveraging technology, and improving business processes and efficiencies in all aspects of municipal elections.
- Sound knowledge and understanding of the Municipal Elections Act, the Municipal Act, the Education Act, the Accessibility for Ontarians with Disabilities Act, the Building Code Act and Municipal-level parliamentary practices and procedures, Rules of Order, and general statutes governing municipal operations in Ontario.
- A.M.C.T. professional designation, or other Parliamentary experience, an asset.
- Highly developed analytical and project-planning skills, with a proven track record for long-term visioning and big picture thinking.
- Demonstrated ability to effectively manage a large team in a results-oriented environment.
- Demonstrated financial management skills developing, implementing and monitoring operational and capital budgets, and Election Financial Statements and Auditors' reports.
- Proven ability to contribute meaningfully to the strategic and business planning processes and direction of the organization.
- Excellent interpersonal and communication skills, and ability to deal diplomatically with the media, elected officials, government departments, all levels of management, staff and the public.
- Experience modernizing work environments and proven change management experience to help staff with the transition.
- Demonstrated ability to adapt to, and support, continual change, including new technology, systems, processes and business requirements.
- Ability to perform effectively under pressure in a fast-paced environment within severe time constraints requiring a high degree of attention to detail, project management, vendor management, decisiveness and problem-solving techniques.
- Demonstrated knowledge of the Occupational Health and Safety Act and applicable regulations

as it relates to the position.

- Experience writing reports and presenting in front of large, diverse groups of people.
- Ability to attend evening Council/Committee meetings, as required.
- Ability to manage competing priorities in a high-pressured environment, balancing responsibilities to ensure rigorous and transparent service delivery while still meeting required outcomes.
- Experience working with a large and temporary workforce and ensuring they are available, well trained and motivated to reliably and consistently deliver rigorous, non-negotiable standards, processes and procedures.
- Ability to uphold integrity, confidentiality, transparency and neutrality within a political environment.
- Experience supporting transparency and disclosure of public processes and documentation.

NOTE 1:

- Attendance at some evening meetings may be required.
- Weekend and evening hours will be required during an election year.

This permanent, full-time position offers a salary range of **\$54.790 - \$64.082 per hour (35-hour work week)**.

About the City of Hamilton

Contribute to the City of Hamilton, one of Canada's largest cities – home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged, empowered employees. Help us #BeTheReason the entire country is talking about Hamilton, and achieve our vision of being the best place to raise a child and age successfully.

For full details and to apply

If you are interested in working alongside a dedicated team that's contributing to the well-being of Hamilton's residents, please visit www.hamilton.ca/careers for details on this position as Manager, Elections, Print & Mail, **JOB ID #16815**, and to **apply online**, by **Wednesday, January 6, 2021**.

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

The City of Hamilton values the diversity of our workforce and the knowledge of our people. We thank all who have applied; however, only those under consideration will be contacted.