

ELECTION ASSISTANT CONTRACT POSITION

The Township of West Lincoln is located at the westerly end of the Niagara Peninsula in the Regional Municipality of Niagara, halfway between the City of Hamilton and the City of St. Catharines. West Lincoln has a population of approximately 16,370 with the largest urban area being the Town of Smithville. It is a thriving community that offers an excellent way of life, facilitates opportunities, a strong sense of community and prides itself in providing responsive and friendly experience.

The successful candidate will have:

- Diploma in Public Administration, Project Management or related field.
- Minimum of three (3) years of recent related experience in municipal government, municipal elections, project management and customer service.
- Completion of the Municipal Administration Program (MAP) from the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) considered an asset.
- Knowledge of the Municipal Act, 2001, Municipal Elections Act, 1996, Education Act, Accessibility for Ontarians with Disabilities Act (AODA) and related legislation, and the Clerk's roles and responsibilities during Municipal Elections.
- Able to work independently and in a team environment.
- Familiarity with VoterView and vote tabulating equipment is an asset.
- Experience with updating Municipal websites and social media is an asset.
- Demonstrated strong project management, time management, organizational and planning skills; ability to prioritize work and work in a fast-paced, high pressure environment with competing priorities.
- Able to anticipate deadlines and work towards achieving key deliverables.
- Able to build and maintain effective working relationships, with demonstrated interpersonal skills and effective oral and written communications skills.
- Experience in conducting training sessions and/or presentations.
- Able to handle confidential and sensitive information in keeping with privacy legislation and demonstrating discretion and tact.

This is a contract position of approximately 10 months (Mar/22-Jan/23), working 35 hours per week with a pay range of \$29.20 - \$35.80/hr. All new hires must comply with the Township's COVID-19 Vaccination Policy and Face Covering Policy. Must be available to work overtime to meet deadlines specifically in late September and October. Interested applicants are invited to submit by email or mail (no in person submissions – outside drop box at Main Office) a letter of application outlining their qualifications and experience, as well as a detailed resume, by no later than **February 14th, 2022 at 4:30 p.m.** to the attention of:

Joanne Scime, Clerk
Township of West Lincoln
318 Canborough Street, P.O. Box 400, Smithville, Ontario L0R 2A0
Fax – 905-957-3219, email - jscime@westlincoln.ca (subject line: Election Assistant)

NOTE: Email submissions should be sent in either Microsoft Office or PDF Format

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-957-3346. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of West Lincoln, we will endeavor to make such accommodations.