

JOB DESCRIPTION – MANDATORY SUPERVISING DEPUTY RETURNING OFFICER (DRO)

TIME COMMITMENT

3 hours in-person training	Prior to Election Day at Elections Office – 3235 Mavis Rd N
Election Day	October 26, 2026, 8:30 am until all closing procedures are completed

TOTAL PAY

\$300.00 (This rate includes pay for training, supply pick up and drop off as required by the Elections Office and working Election Day).

EXPECTATIONS AND RESPONSIBILITIES

Under the direction of the Elections Office the Mandatory DRO is responsible for:

- Facilitating voting in Hospitals, Long Term Care and Nursing Homes;
- Overall operation of the mandatory voting location;
- Ensuring that the voting location is properly set up;
- Ensuring that all rules and procedures are strictly followed;
- Acting as a liaison between the election workers and the Elections Office
- Picking up and dropping off supplies as required;
- Verifying identification provided by electors;
- Striking electors off of the Voter's List;
- Issuing ballots to eligible electors;
- Processing "Applications for Revision to the Voters' List" in accordance with the *Municipal Elections Act, 1996*, and the procedures set out by the City Clerk;
- Completing forms neatly and accurately and administering oaths as required;
- Reconciling ballot counts every hour;
- Helping electors that require assistance;
- Performing other duties as assigned by the Elections Office;
- Performing closing procedures.

QUALIFICATIONS

- Experience in a leadership role is preferred;
- Successful completion of elections training;
- Must be proficient in reading, speaking and writing the English language;
- Must be able to assist with the set up and take down of the voting location which may include lifting up to 55 lbs and must be able to sit/stand for extended periods of time;
- Must have a professional demeanour and the ability to communicate with electors in a friendly and courteous manner;
- Must consistently demonstrate good judgement and problem-solving skills;
- Must be able to work well as a member of a team;
- Must have a valid driver's licence and access to a vehicle on Election Day;
- Must be able to set aside personal political preferences and deal with electors and candidates in a non-partisan manner.
- Must have a personal email address to receive correspondence from the Elections Office.