

JOB DESCRIPTION – DRO

TIME COMMITMENT

3 hours in-person training	Prior to Election Day at Civic Centre or Hazel McCallion Central Library
Election Day	October 26, 2026 7:30 am until dismissed by the Location Manager

TOTAL PAY

\$390.00 (*This rate includes pay for training and working Election Day.*)

EXPECTATIONS AND RESPONSIBILITIES

Under the direction of the Elections Office, Location Manager and the Vote Anywhere Supervisor, the DRO is responsible for:

- Helping with the set-up of laptops prior to the polls opening;
- Verifying identification provided by electors;
- Striking electors off of the Voter's List;
- Issuing ballots to eligible electors;
- Using the Voterview computer application to strike electors off of the electronic Voters' List;
- 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;
- Ensuring that voting is smooth and easy and that the laws governing the election are strictly followed;
- Reconciling ballot counts every hour;
- Helping electors that require assistance;
- Performing other duties as assigned by the Elections Office, Vote Anywhere Supervisor or Location Manager;
- Assisting with packing up laptops at the end of the day;
- Performing closing procedures.

QUALIFICATIONS

- Experience working in a City of Mississauga municipal election preferred;
- Successful completion of the 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 experience setting up laptops;
- Must have the ability to use a laptop for prolonged periods of time;
- Must have strong computer and data entry skills;
- 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.