



## **Position Profile Supervisory Returning Officer Elections Saskatchewan**

### **Summary**

Reporting to and under the direction and general supervision of the Deputy Chief Electoral Officer, the Supervisory Returning Officer (SRO) is a key participant in the preparation for and conduct of election events and for ensuring that the election event is conducted in a fair and impartial manner.

### **Responsibilities**

- Provide guidance and support to constituency Returning Officers on the preparation for and conduct of an election event.
- For their assigned zone ensure that qualified constituency Returning Officers are in place in the event of a call for the conduct of an election event.
- Provide election event preparation and may be requested to conduct training for constituency Returning Officers including training for constituency election officials.
- Participate in the interviews, selection and appointment of Returning Officers for each constituency in their assigned zone.
- Apply and administer the provisions of *The Election Act, 1996* and regulations in the preparation for and conduct of election events and provide assistance to Returning Officers in the application and administration of the Act and regulations
- Provide assistance to constituency Returning Officers in their zone in the development and preparation of human and financial resource plans within budget allocations.
- During the conduct of an election event monitor the conduct of the event in each constituency in their assigned zone and provide guidance and assistance to constituency Returning Officers in troubleshooting during the election event and addressing any problems, situations and circumstances that arise during its conduct.
- Participate in a post event evaluation of the conduct of an election event in their assigned zone, provide feedback to the chief Electoral Officer and assist in the development of



recommendations to improve and increase the efficiency of conducting election events and the election conduct process

### **Required Qualifications, Knowledge, Skills and Abilities**

- Preferably some post-secondary education
- Knowledge of and ability to operate and utilize computer based systems and programs including internet, word processing, spreadsheet application, database management
- Good oral and written communication skills
- Good knowledge and understanding of election legislation and regulations learned through training, self-study and application
- Basic knowledge and understanding of financial budget development and financial administration
- Good organizational and leadership skills obtained through work related or volunteer assignments and responsibilities
- Discretion, tact, diplomacy, ability to be neutral and maintain impartiality and ability to maintain confidentiality of election and personal information
- Good problem solving ability through the conduct of research and analysis and the exercise of critical thinking

### **To Qualify for Appointment as Supervisory Returning Officer**

- Must not have been convicted of a criminal offence under *The Election Act, 1996*
- Must not be a candidate for election or a representative of a candidate for election
- Must be available to perform the duties of the SRO

**Salary of \$32.50/hour.** There is no guarantee of a minimum number of hours.

**Please email resumes to:** [hr@elections.sk.ca](mailto:hr@elections.sk.ca)