

POSITION DESCRIPTION

Office Staff

Registration Supervisor

Elections Manitoba is an independent office of the Legislative Assembly responsible for delivering free and fair provincial elections. All employees with Elections Manitoba (EM) must be non-partisan in perception and fact, and sign a confidentiality agreement.

Position description

Under the general supervision of the returning officer (RO) and the assistant returning officer (ARO), the registration supervisor (RS) is appointed in each electoral division to provide assistance supervising the conduct of targeted registration and targeted revision. It is preferred the RS is a resident of the electoral division. The RS must remain impartial in all dealings during an electoral event and not engage in any partisan activity. The RS must complete a satisfactory criminal records check.

Key responsibility by phase of election

Under the guidance of the returning officers, the registration supervisor will act as the main point of contact for registration agents within the returning office including:

Opening the returning office:

- Assist in the recruitment of registration agents
- Attend registration agent training and assist the training supervisor in training preparations as required
- Organize and set-up the returning office for registration

Active registration/revision:

- Supervise the daily activities of approximately 20 registration agents
- Monitor targeted registration and/or revision to ensure quality, quantity, timeliness
- Assist registration agents as necessary to gain access to apartments etc.
- In coordination with the returning officer, produce a list of addresses requiring targeted registration/revision daily
- Provide reports on the status of registration/revision to the returning officer as requested
- Assist in the review of registration agent work schedules and routes to ensure activities are conducted effectively and efficiently
- Inspect registration records for accuracy, legibility, and completion
- Work in cooperation with the assistant returning officer to correct any quality control issues that arise during data entry
- Provide ongoing support and encouragement to registration agents

Qualifications

- Experience working effectively with others under tight deadlines
- Knowledge of the electoral division and its geography
- Strong attention to detail
- Ability to problem solve and recommend solutions
- Proficiency using computers and technology.
- Planning and organizational skills.
- Strong communication skills with the ability to communicate clearly and accurately to election officers.
- Experience with the enumeration/registration process is considered an asset.

Fees

- Minimum wage plus \$6.00 per hour

A T4 slip is issued for money earned.