



Location Supervisor

Purpose

The Location Supervisor oversees and supports all election activities at an assigned voting location and serves as the primary point of contact between Election Headquarters and on-site election staff.

Key Responsibilities

- Supervise DROs, PCs, and other election officials at the location
- Ensure voting location is set up, operated, and closed in compliance with procedures
- Reassign duties as required to maintain operations
- Maintain peace, order, and accessibility at all times
- Resolve issues and document incidents as required
- Ensure compliance by candidates and scrutineers
- Communicate regularly with Election Headquarters
- Ensure accurate reporting of results and secure return of materials

Qualifications

- Strong leadership and communication skills
- Experience managing staff in fast-paced environments
- Strong problem-solving and conflict resolution skills
- Proficiency with electronic election systems
- Knowledge of ward boundaries is an asset
- Successful completion of mandatory training and testing

All election officials are expected to uphold professionalism, confidentiality, impartiality, and accessibility standards in accordance with legislation and Clerk's procedures.