



RURAL MUNICIPALITY OF ALEXANDER

SENIOR ELECTION OFFICIAL

Applications are being accepted for the position of Senior Election Official (SEO) for the Rural Municipality of Alexander. The SEO is responsible for the overall municipal election process and must be able to interpret and understand all aspects of legislation pertaining to the municipal election process and provide consistent advice to his/her election officials and the general public.

The SEO shall

- appoint an assistant SEO and other election officials as required
- provide effective leadership to this team
- establish and maintain the voters list
- give public notice of nominations
- receive and verify nominations
- give public notice of elections
- print ballots
- establish and equip voting stations
- oversee all aspects of the election on the election day
- perform all other duties as established in The Municipal Councils and School Boards Election Act

In the years when a general election is not required the SEO will be responsible to update and maintain the voters list and to conduct by-elections if required.

The successful applicant must have computer experience, strong communication and interpersonal skills. Management and previous election experience would be a definite asset. Applicant must be willing to attend election training sessions.

Remuneration to be negotiated, mileage expense at municipal rate. Reimbursement will be provided for office supplies, phone calls and meals allowance for election day(s) and training sessions.

Applications must be submitted, complete with resume and received at the office of the Rural Municipality of Alexander by **4:00 p.m. May 1st, 2025** by either mail or email to:

SEO Application
Rural Municipality of Alexander
Box 100
St. Georges MB R0E 1V0
Phone: 204-367-6170
Email: info@rmalexander.com

Only those selected for an interview will be contacted.