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<b>Job Title:</b>	Managing Deputy Returning Officer (M.D.R.O)
<b>Branch:</b>	City Clerk Services
<b>Remuneration:</b>	\$350 per voting day
<b>Time Commitment:</b>	Training: Approximately 2 hours (in-class, online training, and material review) Advance Voting: Work at least one Advance Voting Day, approximately 10 hrs Election Day: October 24, 2022, approximately 8:00 a.m. – 9:00 p.m.

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One M.D.R.O. is appointed for each location and is responsible for the overall management of the Voting Place. M.D.R.O.s are also required to work at one Advance Voting Place.

**Core Responsibilities:**

- Picks up all Voting Place supplies and ballots, from City Hall.
- Must arrive at the Voting Place at 8:00a.m.
- Calls their Election Officials the Saturday prior to Voting Day to confirm they will be working on Voting Day.
- Contacts their Election Captain to report and staffing issues the Saturday prior to Voting Day.
- Ensures Voting Place is set up and ready to receive Voters before 10:00 a.m.
- Declares the Voting Place open at 10 a.m. and closed at 8 p.m.
- Supervises and controls of all Voting Place activities
- Supervises all Voting Place staff
- Ensures Scrutineers and candidate representatives are following guidelines set forth within the voting location
- Administers Oaths
- Issues bundles of ballots to Deputy Returning Officers throughout the day
- Inserts ballots into the ballot box through the vote tabulator when required to assist the T.D.R.O.
- Completes ballot reconciliations and all required forms at the close of voting
- Assists the T.D.R.O. to ensure prompt return of election results and vote tabulator to Election Results Centre
- Returns all voting supplies to Election Returns Centre

**Key Qualifications:**

- Supervisor and/or leadership experience, including managing, coaching and engaging a diverse workforce, promoting and fostering effective teamwork
- Comfortable with using computers and administering a database
- Ability to deal tactfully and courteously with the public
- Strong organizational skills and attention to detail
- Good communication skills with the ability to effectively provide direction and instruction
- Previous experience as an election official is an asset

**Conditions of Employment:**

Must:

- Have a personal vehicle to pick up and deliver voting supplies and equipment
- Have a cell phone in order to communicate with Election Captain as issues arise throughout the day
- Have a valid non-probationary Ontario Class “G” driver’s licence, in good standing
- Be legally entitled to work in Canada
- Be 18 years of age on or before voting day

Must not be:

- A candidate or registered third party advertiser;
- An immediate family member of a candidate, or
- Actively working to support or oppose a candidate in the Oshawa Municipal and School Board Elections