

The City of St. Albert is holding a municipal election on **Monday, October 20th** and is recruiting individuals to help us deliver another successful municipal election!

The following opportunities are available:

Presiding Deputy Returning Officers (PDRO)

Wage: \$30 per hour

Responsibilities:

- Significant authority in your voting station to ensure everything runs smoothly.
- Oversees all aspects of the assigned voting station, including setup, operation, and closure, in accordance with the procedures outlined.
- Supervise, direct, and assist the election team.
- Assist voters, manage candidates, scrutineers or official agents for the candidate to ensure they follow the guidelines, keep proper records, correspond with the Election Office, and troubleshoot issues, as necessary.
- Prior to the election, PDROs will also be tasked with supervising the Ballot Counters and oversee the counting process for the duration required to complete the ballot count. The ballot count will start on election night at 7:30 pm in the counting centre and at the voting stations at 8:00 pm. The counting shifts are still undecided and may require several days of attendance to complete the count.
- Responsible for organizing materials and inputting information into the required forms and providing the results of the count to the Returning Officer/Election Office.
- Managing closing procedures at the end of every election event.
- Tasks may also include picking up and returning supplies to the Election Office, as such a valid Class 5 Driver's License and a personal vehicle for work may be required.

Requirements: This position requires attendance on several key days: at least one day during advance voting, Election Day, and post-election day(s) to assist in supervising the ballot counting. Candidates must have prior election experience and possess basic computer skills.

Deputy Returning Officers (DRO)

Wage: \$26 per hour

Responsibilities:

- Assist with the voting station set-up and check all supplies received from the PDRO.
- Provide direction and assist voters, including voters who require additional assistance or support. process voters on the City's Permanent Electors Register, verify voter ID requirements, complete voting forms, and accurately issue ballots to the voter in accordance with proper procedure.
- Assist with the closing of the voting station and complete closing procedures.
- Tasks may also include the counting of post-election ballots, if agreed upon.

Requirements: Basic computer skills are required.

Information Officer (IO)

Wage: \$24 per hour

Responsibilities:

- Assist with the voting station set-up.
- Greet voters, answer voters ID questions, direct voters to available DRO stations.
- Manage lines, assist other workers and voters, including voters with disabilities who require additional assistance and support, as needed.
- Tasks may also include break coverage for the Ballot Box Officers, assisting with the closing of the voting station as directed by the PDRO, and counting of ballots post-election, if agreed upon.

Ballot Box Officer (BBO)

Wage: \$24 per hour

Responsibilities:

- Assist with the voting station set-up.
- Verify the required initials on a folded ballot and direct voters on where to place their ballots in boxes and thank voters.
- Manage the security of ballot boxes at all times.
- Tasks may also include break coverage and assisting with the closure of the voting station, as directed by the PDRO, and counting of ballots post-election, if agreed upon.

Ballot Counters (BC)

Wage: \$28 per hour

Responsibilities:

- All aspects of the counting process once the voting station has closed, including the set-up of the counting station, the sort and count of ballots, recording votes for each candidate and preparing materials for the Presiding Deputy Returning Officers to complete the counting process.
- Tasks may also include assisting with completing closing procedures.

Requirements: This position may require several days of attendance to complete the count. It requires attention to detail, patience, and focus.

QUALIFICATIONS

- Prior election experience will be considered a definite asset.
- Strong communication, mathematical and comprehension skills.
- Ability to perform repetitive tasks and work long hours while maintaining a high level of attention to detail.
- Strong customer service skills and the ability to deal tactfully and courteously with the public.
- Ability to learn in a short time frame and adhere to directions and standards.
- Ability to lift up to 15 pounds.

The City of St. Albert reserves the right to request that applicants obtain a satisfactory police information check.

HOURS OF WORK

- Mandatory training sessions will be paid and scheduled between September 25 to October 3, 2025, and October 6 to October 10, 2025. Each position will be required to attend an in-person training session related to their position(s) as well as completing some online training.
- Election Day: October 20, 2025. Hours will be approximately 7:00 a.m. – 9:00 p.m. or until the voting station is closed.
- There will be advance votes held on October 14 to 18, 2025. Please indicate on your application form if you are wishing to work any of these dates.
- Please be aware that the City has applied for a variance with Alberta Employment Standards regarding hours of work. As a result, shifts may exceed 12 hours on Election Day.

Application Information

- If you are interested in an opportunity, please submit your application online at stalbert.ca/employment.
- Please create an applicant profile. We invite you to upload a resume in support of your application, but it is not a requirement.
- Participate in in-person interviews on one of these dates/times: July 24 (9 AM to 12 PM), August 21 (6 PM to 9 PM), or August 23 (12 PM to 3 PM), 2025.