

<b>Position:</b>	<b>Returning Officer 2025 Municipal Election</b>
<b>COMPANY:</b>	Town of Bentley
<b>LOCATION:</b>	Bentley
<b>HOURS:</b>	Temporary, Part-Time, Contract (11 Months)
<b>SALARY:</b>	\$42.00/hour
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Passion for making a difference to the Town of Bentley</li> <li>• Exceptional leadership qualities</li> <li>• Project management skills</li> <li>• Demonstrated collaborative and innovative nature with sound judgement and ability to take independent initiative and problems solving skills</li> <li>• General knowledge of the Local Authorities Election Act, the Municipal Government Act and the Freedom of Information and Protection of Privacy Act</li> <li>• Experience in conducting elections</li> <li>• Integrity, Ethics and Honesty</li> <li>• Participation in community-based organizations</li> <li>• Valid Class 5 Alberta Driver's License</li> </ul>
<b>DUTIES:</b>	<ul style="list-style-type: none"> <li>• Conduct and coordinate all aspects of the Town of Bentley's municipal election</li> <li>• Ensure municipal election is conducted in accordance with Local Authorities Election Act</li> <li>• Conduct and coordinate joint elections with Wolf Creek Public Schools and other elected authorities</li> <li>• Serve as Town of Bentley's Returning Officer for the 2025 municipal election</li> <li>• Manage the 2025 municipal election using industry standards and best practices for election planning, including the development of an overall election workplan</li> </ul>
<b>POSTING DATE:</b>	March 12, 2025
<b>CLOSING DATE:</b>	Open until a suitable candidate is found
<b>HOW TO APPLY:</b>	Submit resume to Marc Fortais, CAO Town of Bentley, by E-mail: <a href="mailto:mfortais@townofbentley.ca">mfortais@townofbentley.ca</a> OR by Fax: 403-748-4044