



# TOWN OF POWERVIEW-PINE FALLS

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## EMPLOYMENT OPPORTUNITY SENIOR ELECTIONS OFFICIAL (SEO)

The Town of Powerview - Pine Falls is looking for a non-partisan individual responsible for conducting fair and impartial elections, maintaining the integrity of the election process and ensuring compliance with the legislation governing elections in the municipality. Applicants should enjoy a challenge, participating in the democratic process and working with a wide variety of people.

### **To be an SEO you must**

- Be eligible as per the Municipal Councils and School Boards Elections Act.
- Exercise general direction and supervision over the conduct of elections and votes on questions in the local authority;
- Ensure that election officials in the local authority carry out duties with fairness and impartiality, and in compliance with legislation;
- Give election officials in the local authority instruction necessary to administer legislation.
- Discharge his or her responsibilities under the law independently and impartially;
- Be available for the duration of the election period;
- Be committed to responsibilities, be a good organizer, communicator and manager;
- Be able to meet deadlines;
- Be proficient with computers

Knowledge of the general electoral area is recommended. Proficiency in the French language would also be considered an asset.

**To Apply:** Please submit your resume, along with remuneration expectations, in confidence to Chief Administrative Officer by **February 12, 2010 at noon;**

Margaret Bonekamp  
Town of Powerview - Pine Falls  
Box 220  
Powerview, MB R0E 1P0  
Email: [caopvpf@mts.net](mailto:caopvpf@mts.net)  
Phone: 1-204-367-8483  
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*We thank all who apply and advise that only those selected for further consideration will be contacted.*