



## **Employment Opportunity - Senior Election Official**

The Municipality of North Cypress-Langford invites applications for the position of Senior Election Official for the 2026 municipal election.

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 other election officials and to the general public.

This position starts once appointed by council resolution with varied hours of work in the year of a regular election, this year falling on October 28, 2026.

Duties will include:

- Appointing other election officials as required
- Establishing and maintaining the voter's list
- Giving public notice of nominations
- Receiving and verifying the nominations
- Establishing and equipping the voting places
- Giving public notice of elections
- Printing the ballots
- Overseeing all aspects of the election on election day and all other duties as established in the Municipal Councils Election regulation and The Northern Affairs Act

In the years when a regular election is not required, the SEO will be responsible for updating and maintaining the voter's list and conducting by-elections, if required.

Training via provincial seminars will be provided and access to municipal service officers for support and advice is readily available.

The successful applicant must have strong management, communication and interpersonal skills. Computer experience would be a definite asset.

**Cover letter, resume, references and hourly salary expectations marked SEO Application can be delivered, mailed or emailed to:**

**Email: [cao@myncl.ca](mailto:cao@myncl.ca) In Person: 316 4<sup>th</sup> Ave Carberry Mail: PO Box 220 Carberry MB R0K 0H0**

*The hourly remuneration to be paid will ultimately be negotiated between the successful applicant and council.*