



Legislative Assembly of
Prince Edward Island

EMPLOYMENT OPPORTUNITY

Chief Electoral Officer

The Chief Electoral Officer is a non-partisan, independent statutory officer of the Legislative Assembly responsible for the administration of Prince Edward Island's *Election Act*, *Election Expenses Act*, *Controverted Elections Act* and *Plebiscites Act*. Reporting to the Legislative Assembly, the Chief Electoral Officer is responsible for the fair and impartial administration of provincial general elections, by-elections, provincial plebiscites and for assisting with municipal elections. This is a senior level position requiring knowledge and experience in directing and supervising the administration of elections; monitoring compliance with election financing law; providing public education programs respecting electoral process and the importance of the vote; and leading the strategic planning, financial and personnel management of the Office of Elections PEI. Demonstrated ability as an open and collaborative leader of diverse people and organizations with a well-established reputation for impartiality and personal credibility are requirements. Bilingualism (English and French) and election experience will be considered assets.

The Terms and Conditions of Employees of the Legislative Assembly apply to this position. The salary range is \$101,373 to \$126,715.

A cover letter outlining experience and suitability for the position along with a résumé may be submitted by email, fax or by mail **no later than Wednesday, October 25, 2017** to:

Office of the Clerk
Attn: Joey Jeffrey, Director of Corporate Services
Legislative Assembly
197 Richmond Street
PO Box 2000
Charlottetown, PE C1A 7N8
Fax: 902-368-5175
Tel: 902-368-5970
Email: careers@assembly.pe.ca

Applications received after this date will not be considered for the position. Confirmation of receipt of all applications will be provided. Only those selected for an interview will be contacted.

www.assembly.pe.ca