



MEMO

From the office of the...

Administrative Services Coordinator

TO: Members of the Assembly
FROM: Victoria Scott
SUBJECT: Proposed Changes to the Elections Department Job Descriptions
DATE: March 27, 2024

To Members of the Assembly,

The purpose of this memo is to propose changes to the Elections Department Job Descriptions, specifically the Chief and Deputy Returning Officers. Since we have now changed the department to be under the purview of the Administrative Services Coordinator, it only makes sense to finally update the job descriptions to include the change of supervisor.

There have also been a few minor changes within the documents to reflect current practices within the elections department, as well as the skill sets we're looking for.

Please do not hesitate to reach out if you have any questions or concerns.

Sincerely,

Victoria Scott
Administrative Services Coordinator
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