

## **ALTERNATE PRESIDING ELECTION OFFICIAL (APEO) Job Description**

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An Alternate Presiding Election Official (APEO) directly assists the Presiding Election Official (PEO) and in the PEO's absence, the APEO assumes the duties and responsibilities of the PEO.

APEOs assist with the setup of the voting location and management of staff, registration of voters and ensure campaign restrictions are observed on voting day.

The Alternate Presiding Election Officials and all other election staff must not be related to any candidates running for office in the election and must not be actively working for any election campaign or any candidate.

### **Relationship to other Election Official Roles:**

- The APEO is the assistant supervisor of the assigned voting place;
- The APEO directly assists the PEO, receives guidance and direction from, and reports issues to the PEO; and
- Should the APEO be required to act in the capacity of the PEO, the APEO would report directly to the Chief Election Officer

### **Duties Include:**

- Supervise the setup and closure of the voting place
- Maintain the integrity of the exterior of the voting place
- Greet voters as they enter the voting place, ensure each voter is qualified and has the necessary documentation to receive a ballot
- Supervise changes to voter registration and challenges where necessary
- Assist voters and advise as to correct procedures in cases where translation or other assistance is required
- Assist staff to solve database and/or computer problems
- Supervise overall conduct of voting place and staff with respect to breaks, rotation of duties and assignment of tasks
- Assist the PEO in any other duties as required
- Attend a mandatory pre-election training session

### **Qualifications:**

- Minimum of 18 years of age and legally entitled to work in BC
- Previous experience as an Election Official in a municipal, provincial or federal election is preferred
- Knowledge of the election provisions of the Vancouver Charter and the Local Government Act is preferred
- Strong managerial and organization skills - previous experience supervising approximately 6 - 20 staff is required
- Intermediate English literacy and language skills; fluency in a second language is an asset
- Must possess good mathematical, oral and written communication skills
- Possess good demonstrable practical computer skills

**Experience and Skills required:**

- Demonstrated ability to deal tactfully and courteously with the public
- Excellent interpersonal skills and patience when interacting with a variety of people throughout a long workday
- Demonstrate a good understanding of the election process
- Must be a non-partisan representative of the City of Vancouver
- Must be detail-oriented
- Ability to follow directions and adhere to procedures
- Ability to apply computer and election knowledge to new processes and procedures
- Ability to work under pressure
- Ability to multi-task
- Ability to anticipate and resolve issues

**Compensation rates:**

- Training Allowance: \$69\*
- Advance Voting: \$341 per voting day
- Election Day: \$341 per voting day

*\*compensated only if work assignment on voting day is completed*

**Special Working Conditions:**

- Able to work a long day and potentially for multiple days if working at an Advance voting place
- Must provide own non-perishable meals and beverages. APEOs may not be able to leave their work stations for meal breaks and may not have access to microwaves and refrigerators
- Able to stand for long periods of time during the workday - dress appropriately in comfortable and professional clothing