

PRESIDING ELECTION OFFICIAL (PEO) Job Description

Presiding Election Officials (PEOs) play an important role in the democratic process. The position is responsible for overseeing and supervising staff for an assigned voting place on Election Day. Other responsibilities include:

- Ensuring voting procedures are followed correctly, voting places are safe and accessible and results are reported to the Chief Election Officer at the end of the initial count
- Problem solving and managing issues related to voters, media, candidate representatives (Scrutineers), and election officials in their assigned location(s)

The 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 PEO is the supervisor of the assigned voting place;
- The PEO is responsible for guiding the activities of all election officials in the voting place; and
- The PEO receives guidance and direction from, and reports issues to, the Chief Election Officer

Duties Include:

- Visit the voting place prior to Advance and Election Days to make arrangements for required access and review voting place setup
- Complete site visit worksheet
- Connect with all members of the voting place team prior to Advance Vote and/or Election Day
- Lead the setup and closure of the voting place
- Set up and perform opening check of the ballot tabulator at the beginning of the day
- Perform closing procedures on the ballot tabulator after the last voter has voted and left the voting place
- Maintain the integrity of the voting place
- Administer solemn oaths and declarations - ensure all election officials have completed forms accurately
- Supervise overall conduct of voting place and staff with respect to breaks, rotation of duties and assignment of tasks
- Assist staff to solve database and/or computer problems
- Communicate with the Election Office as required
- Manage media and voters' issues
- Greet voters as they enter the voting place, ensure each voter is qualified and has the necessary documentation to receive a ballot
- Assist voters and advise as to correct procedures in cases where translation or other assistance is required
- Report results to Chief Election Officer
- Attend a mandatory pre-election training session

Qualifications:

- Minimum of 18 years of age and legally entitled to work in BC
- Previous experience as a Managing 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*
- Site Visit: \$69*
- Advance Voting: \$405 per voting day
- Election Day: \$405 per voting day
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**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 have access to an insured vehicle that is in good working order to transport supplies and/or if they are administering on site or mobile voting opportunities to travel from facility to facility
- Must have access to a mobile smartphone and be able to use it on Election Day (*no additional compensation will be provided*)
- Must provide own non-perishable meals and beverages. PEOs 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