

PRESIDING ELECTION OFFICIAL (PEO) Job Description

Presiding Election Officials are responsible for overseeing and supervising staff for an assigned voting place for a minimum of one Advance Vote day and on Election Day. The PEO is responsible for 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. This role is responsible for problem solving and managing issues related to voters, media, candidate representatives, (Scrutineers), and election officials in their assigned location(s).

Relationship to other Election Official Roles:

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

Duties Include:

- Visiting the voting place prior to Advance and Election Day to make arrangements for required access and review election station setup - complete site visit worksheet
- Attending 2 mandatory pre-election training sessions
- Meet with Election team prior to Advance Vote and/or Election Day
- Leads the setup and closure of the Voting place
- Maintains the integrity of the Voting place
- Administers solemn oaths and declarations - ensure all election officials have completed forms accurately
- Supervises 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
- Communicates with City Election office as required
- Manages media and voters' issues
- Greets voters as they enter the voting place, ensures each voter is qualified and has the necessary documentation to receive a ballot
- Assists voters with marking ballot upon request
- Reports results to Chief Election Officer

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
- Knowledge of the election provisions of the Vancouver Charter and the Local Government Act.
- Strong managerial and organization skills - previous experience supervising approximately 6 - 20 staff
- Basic English literacy and language skills; fluency in a second language may be beneficial
- Ability to oversee, evaluate and anticipate problems
- Must possess good mathematical, oral and written communication 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
- Possess good demonstrable practical computer skills
- Ability to be a non-partisan representative of the City of Vancouver
- Be detail-oriented
- Be able to follow directions and adhere to procedures
- Able to apply computer and election knowledge to new processes and procedures

Compensation rates:

- Training Allowance: \$69.00 (Plus \$69 for preparatory site visit)
- Advance Voting: \$381.00 per voting day
- Election Day: \$381.00 per voting day

Special Working Conditions:

- Hours of work are long. PEOs must be prepared to work a long day and for multiple days if working at an Advance Voting place.
- PEOs must have access to an insured vehicle, 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.
- PEOs must bring their 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.
- Election officials are representatives of the City of Vancouver. You will likely be sitting for long periods of time during the workday - please dress appropriately in comfortable neat and warm clothing and bring a cushion if you require one for comfort.