



ALTERNATE PRESIDING ELECTION OFFICIAL (APEO) Job Description

Compensation Rates:

	Advance Voting	Election Day
Hours of Work:	Approximately 7am to 9pm <i>*Hours of work may be shorter or longer depending on the needs of the City</i>	Approximately 7am to 10pm
Training:	Included in election day training	3 to 4 hours for mandatory training \$115
Daily Rate:	\$380	\$545
Cell Phone:	\$20	\$20

The 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 election officials, registration of voters and ensure campaign restrictions are observed on voting day.

The APEOs 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. Election staff will be signing a solemn declaration to acknowledge this.

Relationship to Other 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:

- Oversee the set up and closing of the voting place
- Supervise overall conduct and maintain the integrity of the voting place
- Supervise voter registration and challenges where necessary
- Manage media, candidate representative (scrutineers) and voter issues
- Trouble-shoot voting technology in the voting place
- Supervise the work of election officials including breaks and rotation of duties and tasks
- Assist the Presiding Election Official (PEO) in any other duties as required



Special Working Conditions:

- Must work election day on Saturday, April 5, 2025
- Must have access to a mobile smartphone and be able to use it on voting day(s)
- Must provide own non-perishable meals and beverages. APEOs may not be able to leave their workstations for meal breaks and may not have access to microwaves and refrigerators
- Able to sit or stand for long periods of time during the workday (approximately 15 hours)
- Ability to lift up to 35 lbs
- Dress appropriately in comfortable and professional clothing

Qualifications:

- Minimum of 18 years of age and legally entitled to work in B.C.
- Previous experience supervising approximately 6 – 25 staff is required

Experience and Skills Required:

- Ability to effectively communicate in English, other languages is considered an asset
- Previous experience as a managing election worker in a municipal, provincial or federal election is preferred
- 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
- Good organizational and multi-tasking skills with strong attention to detail
- Basic math and analytical skills
- Ability to work under pressure
- Ability to anticipate and resolve issues

Application Close: February 4, 2025

At the City of Vancouver, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process. [Learn more about our commitment to diversity and inclusion.](#)

We thank all applicants for their interest. However, only those selected will be contacted.

Apply now at [MyImpactPage.com](https://myimpactpage.com).