



## PRESIDING ELECTION OFFICIAL (PEO) Job Description

### Compensation Rates:

	<b>Advance Voting</b>	<b>Election Day</b>
<b>Hours of Work:</b>	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
<b>Site Visit of voting place:</b>	Not applicable	\$50
<b>Training:</b>	Included in election day training	3 to 4 hours for mandatory training \$115
<b>Daily Rate:</b>	\$430	\$660
<b>Cell Phone:</b>	\$20	\$20
<b>Mileage:</b>	\$20	\$30

The Presiding Election Official (PEO) plays an important role in the democratic process. The position is responsible for overseeing and supervising election officials for an assigned voting place during advance voting and/or 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 Official 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 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 in advance of the voting day(s) to arrange for site access
- Contact election staff assigned to your voting place in advance of voting day(s)
- Picking up sensitive materials for the voting place
- Oversee the set up and closing of the voting place, including set up and closing of voting technology

- Supervise overall conduct and maintain the integrity of the voting place
- Administer solemn oaths and declarations to election staff
- Supervise the work of election staff including break and rotation of duties and tasks
- Trouble-shoot voting technology in the voting place
- Manage media, candidate representative (scrutineers) and voter issues
- Ensure voting materials are packaged appropriately and returned to the Election Office at the end of voting day

**Special Working Conditions:**

- Must work election day on Saturday, April 5, 2025
- Must have access to an insured vehicle that is in good working order to transport supplies
- PEOs are required to pick up and securely store sensitive materials the night before voting
- 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. PEOs 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
- A current and valid B.C. driver's licence and a satisfactory driving record

**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).**