



Job Title: Presiding Election Official (PEO)

Main Purpose and Function:

The Presiding Election Official (PEO) plays an important role in the democratic process. The PEO receives guidance and direction from the Chief Election Officer and reports any issues as they arise. The position is responsible for overseeing and supervising election workers at an assigned voting place during advance voting and/or on election day.

PEO must not be related to any candidates running for office in the election and must not be actively working for any election campaign or candidate. PEOs will be required to sign a solemn declaration to acknowledge this.

Duties Include:

- Oversee the setup and closing of the voting place, including setup and shutdown of voting technology
- Visit the voting place prior to election day to arrange for site access
- Contact election staff assigned to the voting place in advance of voting day(s)
- Pick up and return sensitive election materials from the Election Office
- Supervise the overall conduct of the voting place and maintain the integrity of the voting process
- Oversee and process voter registration and address voter challenges when necessary
- Manage media, candidate representatives (scrutineers), and voter issues
- Ensure voting procedures are followed correctly and that the voting place remains safe and accessible
- Supervise election workers, including coordinating break and rotation of duties and tasks
- Troubleshoot voting technology at the voting place
- Assist the Election Office in any other duties as required

Special Working Conditions:

- Must be available to work on election day, Saturday, October 17, 2026
- Must be available to attend mandatory paid training between September 19 to October 6
- Must have access to an insured vehicle in good working order to transport supplies
- PEOs are required to pick up and securely store sensitive materials the night before election day and return materials after voting place closes
- Must have access to a smartphone and be able to use it on voting day(s)
- Two meal breaks will be provided; however, PEOs must provide their own non-perishable meals and beverages as they are required to remain on site and may not have access to microwaves and refrigerators
- Shifts may be up to 14 hours in length so must be able to sit or stand for long periods of time
- Ability to lift up to 35 lbs

- Must dress appropriately in comfortable and professional attire

Qualification Requirements

Education & Experience:

- Minimum of 18 years of age and legally entitled to work in B.C.
- Previous experience supervising ten or more staff is required
- A current and valid B.C. driver's licence with a satisfactory driving record

Knowledge, Skills, and Abilities

- Intermediate technical proficiency and a solid working knowledge of technology
- Ability to complete data entry of voter information using specific software programs
- Ability to effectively communicate in English, additional languages are considered an asset
- Previous experience in a supervisory role in a municipal, provincial, or federal election is preferred
- Experience in event management is an asset
- Experience with conflict resolution
- Demonstrated ability to deal tactfully and courteously with the public
- Strong interpersonal skills and patience when working with a diverse range of people throughout a long workday
- Solid understanding of the election process
- Ability to act as a non-partisan representative of the City of Vancouver
- Strong organizational and multitasking abilities with excellent attention to detail
- Basic math and analytical skills
- Ability to work effectively under pressure
- Ability to anticipate and resolve issues proactively

Rate of Pay: \$41/hour, 4% in lieu of vacation, plus overtime accordance to Employment Standards Act

Additional Fee: \$20/day for use of personal mobile phone, \$15/pick up or drop off

Application Close: Open until filled

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).