



ALTERNATE PRESIDING ELECTION OFFICIAL

JOB SUMMARY

Reporting to the Chief Election Officer, the Alternate Presiding Election Official (APEO) provides support to the Presiding Election Official (PEO) in the administration and operation of an assigned voting place. The APEO assists with voting place setup, voter registration, and the supervision of Voting Officials (EOs), while helping to ensure election procedures are followed. In the absence of the PEO, the APEO assumes responsibility for overseeing voting operations and ensuring the voting process is conducted in accordance with established election requirements.

DUTIES AND RESPONSIBILITIES

- Assist with the setup and closing of the voting place.
- Visit the voting place on the evening prior to Election Day or early on Election Day morning to assist with set up and prepare the location for voting operations.
- Assist with Non Resident Property Elector registration.
- Assist with the overall conduct of the voting place and maintain the integrity of the voting process.
- Assist with the management of media, candidate representatives (scrutineers), and voter issues.
- Assist with ensuring voting procedures are followed correctly and that the voting place remains safe and accessible.
- Assist with supervising election workers.
- Assist the Presiding Election Officer (PEO) in any other duties as required.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- Minimum of 18 years of age and legally entitled to work in B.C.
- Previous experience supervising staff is preferred
- A current and valid B.C. driver's licence with a satisfactory driving record
- 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 with conflict resolution is preferred
- 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 maintain strict political neutrality and exercise sound judgment in a fair, unbiased, and professional manner.
- 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



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 22-26
- 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, APEOs must provide their own nonperishable meals and beverages as they are required to remain on site and may not have access to microwaves and refrigerators
- Shifts may exceed 14 hours in length; candidates must be able to sit or stand for extended periods of time and perform duties throughout the duration of the shift.
- Ability to lift up to 35 lbs
- Must dress appropriately in comfortable and professional attire

RATE OF PAY - \$30.35/hr plus overtime in accordance with Employment Standards Act.

ADDITIONAL FEES

Breakfast \$20; Lunch \$25; Dinner \$35

Personal use of cell phone \$20

Personal vehicle travel \$0.73/km (paved) \$0.85 (unpaved) - if travel required is over 10 km

Accommodation will be provided if required

SIGNATURE

I have read and understand this job description:

Employee's Name

Employee's Signature

Date