



PRESIDING ELECTION OFFICIAL

JOB SUMMARY

Reporting to the Chief Election Officer, the Presiding Election Official (PEO) is responsible for overseeing all voting activities at an assigned voting place and supervising election staff to ensure voting procedures are conducted accurately, fairly, and in accordance with applicable legislation and election policies. The PEO ensures the voting place is safe, accessible, and operates efficiently, while addressing and resolving issues involving voters, media representatives, scrutineers, and election officials. The PEO is responsible for the accurate reporting of voting results to the Chief Election Officer following the initial count and receives guidance and direction from the Chief Election Officer or Deputy Chief Election Officer throughout the election process.

DUTIES AND RESPONSIBILITIES

- Oversee 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 set up and prepare the location for voting operations.
- Contact election staff assigned to the voting place in advance of voting day(s) to ensure confirm attendance and travel arrangements (if required).
- 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.
- Review, process, and verify Non-Resident Property Elector applications, ensuring all required documentation is complete and elector eligibility requirements are met in accordance with election legislation and procedures.
- 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.
- Assist the Election Office 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 required
- 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, PEOs 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 - \$35.35/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