



Lantzville District of Lantzville

POSITIONS: Presiding Election Official [PEO]

DEPARTMENT: Administration

Alternate Presiding Election Official [APEO]

STATUS: Temporary Election Position

SUMMARY:

Reporting to the Chief Election Officer (CEO) or designate, the Presiding Election Official (PEO) is responsible for the administration and supervision of voting activities at an assigned voting place during advance voting opportunities and General Voting Day for a local government election in British Columbia.

The PEO ensures voting procedures are conducted in accordance with the Local Government Act, applicable election bylaws, and established election procedures. The PEO provides leadership to election officials at the voting place and ensures the voting process is conducted in an orderly, impartial, secure, and accessible manner.

The Alternate Presiding Election Official [APEO] provides support to the PEO by taking instructions from the PEO to assist the PEO in the performance of these duties. The APEO functions as the PEO in the absence of the PEO.

DUTIES AND RESPONSIBILITIES:

Voting Place Operations

- Organize, set up, and manage the assigned voting place in accordance with election procedures.
- Ensure all election materials, voting equipment, and ballot boxes are properly prepared and secured.
- Ensure the voting place is accessible, safe, and compliant with legislative and procedural requirements.
- Monitor the voting process throughout the day and resolve operational issues as they arise.

Supervision of Election Officials

- Supervise and coordinate the activities of election officials assigned to the voting place (e.g., ballot officials, registration clerks).
- Provide direction, clarification of procedures, and support to election staff.
- Ensure all election officials perform duties in accordance with training and established procedures.

Voting Administration

- Oversee the issuance of ballots and voter registration processes.
- Ensure electors complete required declarations when applicable.
- Assist electors requiring support while ensuring the secrecy and integrity of the ballot.
- Ensure voting procedures are applied consistently and fairly.

Legislative Compliance and Order

- Ensure voting place activities comply with the Local Government Act, election bylaws, and directives issued by the Chief Election Officer.
- Maintain order within and around the voting place.
- Address inquiries and procedural matters involving voters, candidates, and scrutineers.

Ballot Security and Reconciliation

- Maintain the security of ballots and election materials throughout the voting process.
- Oversee the closing of the voting place and the counting of ballots as directed.
- Complete required ballot reconciliation and documentation.
- Securely return election materials and results to the Chief Election Officer or designated election staff.

QUALIFICATIONS:

- Minimum 18 years of age and legally entitled to work in Canada.
- Ability to attend mandatory election training prior to voting days.
- Demonstrated leadership and organizational skills.
- Ability to supervise staff and manage multiple tasks in a fast-paced environment.
- Strong interpersonal and communication skills with a focus on customer service.
- Ability to exercise sound judgment and maintain professionalism in a public setting.
- Strong computer software skills.
- Previous experience working as an election official in municipal, provincial, or federal election; preferably municipal.

- Experience supervising staff or coordinating teams.
- Familiarity with election procedures in municipal government.

Key Competencies

- Leadership and team coordination
- Attention to detail and accuracy
- Integrity and impartiality
- Problem solving and decision making
- Communication and public service

Working Conditions

- Temporary position for advance voting days and General Voting Day.
- Attendance at mandatory election training sessions is required.
- Work shifts may exceed 12 hours and require extended periods of standing or movement.
- Responsible for the secure handling of confidential election materials.

Additional Requirements

All election staff must maintain strict political neutrality and must not engage in activities that could compromise the integrity or perceived impartiality of the election process.

The above statement is a general description of the principal functions of these positions and is not a detailed description of all job duties.

HOURLY RATES: See Pay Rate Table 2026

Expenses will be reimbursed as required and authorized by the Chief Election Officer.