



## **Presiding Election Official (PEO)**

### **Job Description**

The Presiding Election Official (PEO) is responsible for the overall conduct of their voting place including hiring, and supervising election officials during advance voting opportunities and General Voting Day. The PEO is responsible for ensuring voting procedures are followed correctly, the voting place is safe and accessible, and results are reported to the Chief Election Officer (CEO) regularly throughout the day and at the conclusion of voting day. This role is responsible for problem solving and managing issues related to voters, the voting place, candidate representatives (Scrutineers), and election officials in their assigned duties.

#### **Relationship to other Election Official Roles**

- The PEO reports to the CEO or designate
- 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

#### **Qualifications**

- Must be 18 years of age or older and legally entitled to work in Canada
- Excellent English literacy and language skills (other languages an asset)
- Successful completion of a Police Information Check
- Able to attend mandatory pre-election training session
- Not be related to any candidate running for office in the 2022 General Local Elections
- Not be and will not become a candidate, candidate representative or financial agent
- Available to work from 7:00 a.m. until the end of voting, clean-up and delivery of materials to Election Headquarters on advance voting opportunities and/or General Voting Day
- Have a working cell phone for use on advance voting opportunities and/or General Voting Day
- Must have access to an insured vehicle, in good working order in order to transport supplies

#### **Experience and Skills Required**

- Previous experience as a senior Election Official in a municipal, provincial or federal election (preference given to municipal experience)
- Knowledge of the election provisions of the *Local Government Act*
- Strong managerial and organizational skills – previous experience supervising approximately 6-15 staff
- Ability to deal tactfully and courteously with the public
- Ability to oversee, evaluate, anticipate and resolve challenging situations calmly and effectively
- Demonstrate a good understanding of the election process and ability to clearly explain election procedures
- Ability to be a non-partisan representative of the City of Delta
- Ability to multitask, identify and adapt to changing priorities
- Strong attention to detail and possess mathematical competence and clear writing skills
- Ability to follow directions and adhere to procedures and checklists



## **Duties Include but not limited to**

### **Pre-Voting Day**

- Visit the voting location twice prior to voting day. Arrange for required access to the location two weeks prior to advance voting opportunity / General Voting Day to prepare the election station setup and submit the Work Plan and the Site Visit Worksheet to the CEO. The final location visit would take place the weekday prior to General Voting Day (Friday, October 14, 2022)
- Attend mandatory pre-election training session
- Hire Election Officials, arrange for them to attend pre-election training sessions
- Submit staff list to the CEO

### **General Voting Day**

- Administer oaths to voting place Election Officials
- Oversee and lead the set up and opening of the voting place
- Supervise and support all election staff on General Voting Day
- Maintain communication with Election Headquarters throughout General Voting Day as required (as outlined in training manual)
- Ensure voting books, appropriate forms and documents are completed correctly, as required by legislation
- Ensure all election staff are accurately administering voter declarations
- Ensure secrecy of the ballot is maintained
- Provide assistance to electors including responding to all enquiries
- Provide a positive voter experience and manage concerns tactfully and effectively
- Supervise overall conduct of voting place and staff with respect to breaks, rotation of duties, and assignment of tasks
- Accurately track and balance all ballots
- Monitor signatures in voting book throughout the day
- Maintain the integrity of the voting place including ensuring that there are no posters or literature of a political nature displayed in or within 100 metres of the voting place
- Supervise the closing of the voting place, including conducting closing procedures on the vote counting unit/ballot box, running the results tapes for the voting place, delivering election equipment and supplies to Election Headquarters and reporting election results to the CEO
- Maintain PEO memo book
- Complete staff assessments



## Compensation

<b>General Voting Day</b>	
<b>Base Rate</b>	<b>\$400</b>
<b>Pre-election Training Session</b>	<b>\$65</b>
<b>Transportation</b>	<b>\$65</b>
<b>Cell Phone Use</b>	<b>\$20</b>
<b>Supervision of Election Officials</b>	<b>\$5.50/Staff member supervised</b>

<b>Advance Voting Days (3)</b>	
<b>Base Rate</b>	<b>\$400 per day</b>
<b>Pre-election Training Session</b>	<b>\$65 per session</b>
<b>Transportation</b>	<b>\$65</b>

## Working Conditions

- Hours of work are long, starting at 7:00 a.m. until the end of voting and delivery of election supplies to Election Headquarters - PEOs must be prepared to work a long day and for multiple days if working at an Advance Voting opportunity
- PEOs must bring their own meals and beverages - PEOs may not be able to leave their work stations for meal breaks and may not have access to microwaves and refrigerators
- PEOs will be walking and sitting for long periods of time during the day - dress appropriately in comfortable and professional clothing
- PEOs may be required to perform physical duties, which can include lifting up to 30 lbs and/or carrying supplies (e.g. voting machine, boxes of ballots, etc.)
- COVID-19 – the health and safety of our community and staff remain a priority. All Election Officials are required to provide proof of vaccination from COVID-19. The City of Delta will evaluate and may accommodate those who are unable to be vaccinated against COVID-19 either through medical or human rights exemptions