



## **Alternate Presiding Election Official (APEO) Job Description**

The Alternate Presiding Election Official (APEO) reports directly to the Presiding Election Official (PEO) and assists with the overall conduct of the voting place. The APEO ensures voting procedures are followed correctly and voting places are safe and accessible. 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 APEO is the assistant supervisor of the assigned voting place
- The APEO assists the PEO in guiding all election officials in the voting place and reports any issues or concerns to the PEO
- Should the APEO be required to replace the PEO, the APEO would receive guidance from, and report issues to the Chief Election Officer (CEO) or designate

### **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, if acting as PEO
- 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**

- Make contact with the Presiding Election Official and if requested, visit the voting place prior to advance voting opportunity and/or General Voting Day
- Attend mandatory pre-election training session

**General Voting Day**

- Assist with the opening and set up of the voting place
- Provide clear guidance and support to all election staff on Election Day
- Supervise election day registration
- Assist with ensuring voting books, appropriate forms and documents are completed correctly, as required by legislation
- Assist with ensuring all election staff are accurately administering voter declarations
- Ensure secrecy of the ballot is maintained
- Provide assistance to all electors including responding to all enquiries
- Provide a positive voter experience and manage concerns tactfully and effectively
- Assist with accurately tracking and balancing all ballots
- Assist with monitoring signatures in voting book throughout the day
- Assist with supervising overall conduct of voting place and staff with respect to breaks, rotation of duties and assignment of tasks
- Assist with maintaining 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 voting place
- Assist with 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, and the packing/cleaning of the voting place

**Compensation**

<b>General Voting Day</b>	
<b>Base Rate</b>	<b>\$340</b>
<b>Pre-election Training Session</b>	<b>\$65</b>

<b>Advance Voting Days (3)</b>	
<b>Base Rate</b>	<b>\$340 per day</b>
<b>Pre-election Training Session</b>	<b>\$65 per session</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 - APEOs must be prepared to work a long day and for multiple days if working at an Advance Voting opportunity
- APEOs must bring their own meals and beverages - APEOs may not be able to leave their work stations for meal breaks and may not have access to microwaves and refrigerators
- APEOs will be walking and sitting for long periods of time during the day - dress appropriately in comfortable and professional clothing
- APEOs 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