

Elections 2022- Job Description- Presiding Election Official (PEO)

This position is critical to delivering a safe and secure Local Election.

Job Title: Presiding Election Official (PEO)

Job purpose/summary:

- To be an impartial and neutral leader of an Election Team at a polling location.
- To provide leadership and supervision of a team of 6-8 Election Officials, and
- Ensure the smooth operation of a Voting Location in accordance the guidelines and rules of Municipal Elections in B.C.

Location: one of 15 locations throughout the City of New Westminster

Reporting to: The Chief Election Officer

Duties and Responsibilities

- Transport Election Materials to and from the Voting Location
- Communicate information to the Election Officials on your team prior to Election Day
- Set up your polling station at 6.00pm on the Friday night before the poll opens
- Meet your Election Team at 7.00am on Election Day, and guide their set up of the voting location to ensure procedures are followed to make the Voting Location ready to receive Electors at 8.00am
- Supervise the Election Team throughout day, provide guidance, ensure policies and procedures are followed and provide solutions when situations arise
- Swear election related declarations/oaths during the voting day
- Manage and cover break times for Election Officials
- Liaise with the Chief Electoral Officer throughout Election Day
- Sign in Scrutineers and Candidate Agents and assign seating
- Ensure the smooth operation, security and secrecy of the vote in the Voting Place
- Supervise the close of Voting at 8.00pm, ensuring proper procedures are followed to close the voting laptops and ballot tabulator
- Ensure the election results from the poll are transported to City Hall soon after 8.00pm
- Manage the packing of all equipment and materials according to the manual
- Ensure secure items and all elections materials are returned to City Hall
- Provide feedback in writing to the Chief Election Officer

Skills

- Excellent verbal communication and interpersonal skills
- Good literacy and language skills in English; second language proficiency is a plus
- Basic math and analytical skills
- Ability to follow and relay oral directions and written instructions, or checklists
- Accuracy and attention to detail
- Extensive experience using common computer software and laptop or desk top computer
- Professionalism, to act responsibly and show good judgement
- Ability and patience to interact with a wide variety of the public, backgrounds and age groups
- Ability to maintain composure and deal with difficult situations
- Experience supervising others
- Election experience is a plus
- Ability to work a 14 hour day most of which is standing
- Have a cell phone that can be used for communication