



## **Alternate Presiding Election Official**

### **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 location. The APEO ensures voting procedures are followed correctly and voting locations are safe and accessible. This role is responsible for problem solving and managing issues related to voters, the voting location, candidate representatives (Scrutineers), and election officials in their assigned duties.

### **Relationship with other Election Official Roles**

- The APEO is the assistant supervisor of the assigned voting location
- The APEO assists the PEO in guiding all election officials in the voting location 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 their designate

### **Qualifications**

- Must be legally entitled to work in Canada
- Excellent English literacy and language skills (other languages an asset)
- Able to attend mandatory pre-election training sessions
- Not be and will not be related to any candidate running for office in the 2026 General Local Election
- Not be and will not become a candidate, candidate representative or financial agent
- Available to work from 6:00 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 to use on advance voting opportunities and/or General Voting Day
- Must have access to an insured vehicle, in good working order to transport election 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 10+ people an asset
- 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 Prince George
- Ability to multitask, identify and adapt to changing priorities
- Strong attention to detail and possess mathematical competence and clear writing skills
- Ability to follow direction and adhere to procedures and checklists
- Deal well under pressure
- Ability to maintain confidentiality

## **Duties include but are not limited to**

### **Pre-voting day**

- Attend mandatory pre-election training sessions
- Make contact with the PEO, and if requested, pick up election supplies and set up the voting location the day before voting opportunity

### **General Voting Day / Advance Voting Opportunity**

- Assist with opening of the voting location
- Provide clear guidance and support to all election staff at the voting opportunity
- 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 recording voter information and 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
- Accurately track and balance ballots (including spoiled ballots)
- Assist with monitoring signatures in the voting books throughout the day

- Assist with supervising overall conduct of the voting location and staff with respect to breaks, assignment and rotation of duties and tasks
- Assist with maintaining the integrity of the voting location ensuring that there are no posters, literature or signs of a political nature displayed or within 100 meters of the voting location
- Assist with the closing of the voting location, including conducting closing procedures on the vote counting voting machine/ballot box, running the result tapes for the voting location, and the packing/cleaning of the voting location

### **Working conditions**

- Hours of work are long, starting at approximately 6:00 a.m. until the end of voting and delivery of election equipment and supplies to Election Headquarters
- APEOs must bring their own meals and beverages – APEOs may not be able to leave their workstations for meal breaks and may not have access to microwaves and refrigerators
- APEOs may not leave the voting location throughout the day
- APEOs may only use cell phones for emergencies and election related purposes. Cell phones may only be used for personal purposes on a break and out of the voting area
- APEOs may be walking and sitting for long period of time during the date – dress appropriate in comfortable and professional clothing
- APEOs will be required to perform physical duties, which can include lifting up to 30lbs and/or carrying supplies (i.e, voting machines, boxes of ballots, etc.)