



Presiding Election Official

Job Description

The Presiding Election Official (PEO) is responsible for the overall conduct of their voting location including supervising and assigning duties to election officials during advance voting opportunities and General Voting Day. The PEO is responsible for ensuring voting procedures are followed correctly, the voting location is safe and accessible, and the election results are reported to the Chief Election Officer (CEO) regularly throughout the voting day and at the conclusion of voting day.

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 PEO reports to the CEO or their designate
- The PEO is the supervisor of the assigned voting location
- The PEO is responsible for guiding the activities of all election officials in the voting location

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)
- 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
- Pick up election supplies day before voting opportunity
- Set up voting location
- Make contact with APEO and Election Officials prior to voting day

General Voting Day / Advance Voting Opportunity

- Oversee and lead the set up and opening of the voting location
- Supervise and support all election staff at the voting opportunity
- Maintain communication with Election Headquarters throughout the voting opportunity
- Ensure voting books, appropriate forms and documents are completed correctly, as required by legislation
- Ensure voting machine, voting books and completed forms are securely transported and stored
- Ensure all election staff are accurately recording voter information and 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 the voting location and staff with respect to breaks, assignment and rotation of duties and tasks
- Accurately track and balance ballots (including spoiled ballots)
- Monitor signatures in the voting books throughout the day
- Maintain 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
- Supervise 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, delivering equipment and supplies to Election Headquarters in a neatly organized fashion and reporting election results to the CEO
- Complete staff assessments

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
- PEOs must bring their own meals and beverages – PEOs may not be able to leave their workstations for meal breaks and may not have access to microwaves and refrigerators
- PEOs may not leave the voting location throughout the day
- PEOs may be walking and sitting for long period of time during the date – dress appropriate in comfortable and professional clothing
- PEOs 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.)
- PEOs 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