



Presiding Election Official (PEO) – \$38.00/hour + 4% in lieu of benefits

The Presiding Election Official oversees all aspects of voting day at a voting location. This position is ideal for individuals with management and election experience who are confident decision-makers with strong problem-solving skills.

Duties of the Presiding Election official may include:

- Ensure the voting location is open and ready for voters at 8:00 a.m.
- Check in with your election team prior to voting day
- Coordinate all polling activities and supervise the voting location
- Remove any political signs that are within 100 metres of the Voting Place
- Ensure that NO political buttons, badges or materials are worn or left in the voting place
- Set-up and perform opening of the voting tabulator and check that ballot box is empty prior to start of voting
- Guide the work of your election team and assist staff in solving problems
- Assign specific duties in the morning and evening for set-up and take down
- Periodically check that the number of signatures in each Election Official's Voting Book matches the number of ballots they've issued and the VoterView tally count
- Periodically check that the Voting Tabulator count balances with numbers from the registration desk (eg. VoterView count, voting declaration books, ballots issued, spoiled ballots)
- Maintain the integrity of the voting location and ensure it is free of political campaign materials
- Assist with the processing of Non-Resident Property Electors
- Record any suggestions, problems or complaints in your PEO binder
- Administer solemn declarations and complete forms
- Close the voting location at 8 p.m. promptly
- Close poll after the last elector has voted and run the Results Tapes

Qualifications:

- Managerial experience of a team of 10+ people is an asset
- Conflict management skills
- Ability to handle stress under pressure
- Excellent verbal communication