

ALTERNATE PRESIDING ELECTION OFFICIAL (APEO) Job Description

Alternate Presiding Election Officials, (APEO), directly assist the Presiding Election Official, (PEO), and in the PEO's absence, the APEO assumes the duties and responsibilities of the PEO. APEOs assist with the setup of the voting location; registration of voters and ensure campaign restrictions are observed on voting day. The APEO must not be related to any candidate running for office in the election and must not be actively working for any election campaign or any candidate.

Relationship to other Election Official Roles:

- The APEO is the assistant supervisor/one of the assistant supervisors of the assigned voting place(s).
- The APEO directly assists the PEO, receiving guidance and direction from, and reporting issues to, the PEO. Should the APEO be required to replace the PEO; the APEO would report directly to the Chief Election Officer

Duties Include:

- Attending a mandatory pre-election training sessions
- Supervise the setup of the voting place (ie. set up the Automated Vote Counting Unit, ballot box and associated computer equipment, post signage, arrange tables and voting booths)
- Sets up and performs opening check of the vote counting unit
- Maintains the integrity of the exterior of the voting place; affixes and erects exterior signs
- Greets voters as they enter the voting place, ensures each voter is qualified and has the necessary documentation to receive a ballot; supervise changes to voter registration and challenges where necessary
- Assist Voters and advise as to correct procedures in cases where translation or other assistance is required
- Closes the Voting Place at 8:00 pm promptly
- Closes the vote counting unit after the last voter has voted and left the voting place
- Runs the result tapes for the voting place
- Responsible for the set up and clean-up of the voting place
- Assist the PEO in any other duties as required

Qualifications:

- Minimum of 18 years of age and legally entitled to work in BC
- Previous experience as an Election Official in a municipal, provincial or federal election
- Knowledge of the election provisions of the Vancouver Charter and the Local Government Act.
- Strong organization skills - previous experience supervising approximately 6 - 20 staff
- Basic English literacy and language skills; fluency in a second language may be beneficial
- Ability to oversee, evaluate and anticipate problems
- Must possess good mathematical, oral and written communication skills

Experience and Skills required:

- Demonstrated ability to deal tactfully and courteously with the public
- Excellent interpersonal skills and patience when interacting with a variety of people throughout a long workday
- Demonstrate a good understanding of the election process
- Possess good demonstrable practical computer skills
- Ability to be a non-partisan representative of the City of Vancouver
- Be detail-oriented
- Be able to follow directions and adhere to procedures
- Able to apply computer and election knowledge to new processes and procedures

Compensation rates:

- Training Allowance: \$69.00
- Advance Voting: \$341.00 per voting day
- Election Day: \$341.00 per voting day

Special Working Conditions:

- Hours of work are long. APEOs must be prepared to work a long day and for multiple days if working at an Advance Voting place.
- APEOs must have access to an insured vehicle, in good working order to transport supplies and/or if they are administering on site or mobile voting opportunities to travel from facility to facility.
- APEOs must bring their own non-perishable 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.
- Election officials are representatives of the City of Vancouver. You will likely be sitting for long periods of time during the workday - please dress appropriately in comfortable neat and warm clothing and bring a cushion if you require one for comfort.