

Presiding Election Official (PEO)

- Duration:** Seasonal
- Pay Rate:** \$1,175 (includes 2 training sessions, Advance Voting, set-up on Friday, October 14, and Election Day)
- Last Updated:** May 18, 2022
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Description:

The City of Surrey Election Office is seeking to hire a number of high energy individuals legally able to work in BC as Presiding Election Officials (PEO) during the 2022 Municipal Election. The ideal candidate will have the experience, knowledge and skills to carry out the duties of the PEO at the voting location, the ability to supervise and support a team and will be able to attend the required training sessions.

Please note, you **MUST** be available to work from 7:00 a.m. until the end of voting and clean-up on Election Day (Saturday, October 15, 2022). PEOs will be required to attend Election Official training and to work a specific Advance Voting shift on October 5, 8, 9, or 12, 2022.

Election workers **MUST NOT** be related to any candidate running for office and must not be actively working for any election campaign.

Qualifications:

- Valid BC Drivers License and access to a vehicle on voting day(s)
- Access to mobile smartphone (\$20 stipend for using your personal smart phone is included in the total paid)
- Supervisory and leadership experience, with the ability to direct a diverse team
- Customer service experience and excellent communication skills
- Ability to oversee, evaluate, anticipate and solve problems
- Attention to detail, mathematical competence and clear writing
- Strong computer knowledge and ability
- Punctual, reliable, patient and strong team player
- Fluency in English required, other languages an asset
- Past Municipal Election experience is preferred

Responsibilities:

- Coordinate setup of designated voting location with Alternate Presiding Election Official (APEO) based on location to test Wi-Fi on laptops (floor plan provided)
- Ensure all supplies and equipment are received and stored securely
- Arrive promptly at 7:00 a.m. to direct Election Officials (EO), Machine Attendants (MA) and Greeters (GR) to setup the voting location and put up appropriately placed signage
- Work closely with the APEO(s) to ensure strong communication and direction as it pertains to the scope of work required by EOs, MAs and GRs
- Provide clear guidance and supervision to EOs, MAs GRs throughout the day
- Monitor and track traffic flow for potential lineups to manage staff requirements

- Liaise with City staff throughout the day on traffic flow, ballot counts and any potential concerns that may arise
- Supervise all staff in the voting location with respect to breaks, rotation of duties, and assignment of tasks
- Maintain the integrity of the election process
- Assist Candidates' Scrutineers and Official Agents
- Assist all voters in a pleasant, polite and friendly manner for a positive voter experience
- Assist staff with all concerns as they arise
- Ensure voting books, appropriate forms and documents are completed correctly, as required by legislation
- Accurately track all ballots, signatures in voting book and electronic voting list, throughout the Election Day to ensure EOs are balanced
- Close the doors of the voting location at 8:00 p.m. (ensure all voters inside the poll are given the opportunity to cast their ballots)
- Collect Ballot Account Forms from EOs, ensure they are correct and accurately transfer information to the PEO Ballot Account Form
- Accurately complete the results upload at the close of the poll via a software program installed on the PEO/APEO laptop
- Supervise the cleanup of the voting location and ensure listed materials are returned to the correct container for return to the Election Office
- Remain at the voting location until all equipment has been picked up

Training:

Training sessions will take place between September 19-October 1, 2022. Individuals hired to a specific role, will receive instructions via e-mail to select two (2) separate training times (2 hours per session). Please note these sessions are mandatory.

COVID-19 Health and Safety:

The City of Surrey will follow the direction of the Fraser Health Authority and the BC Provincial Government, and related City policies.

Employment is conditional on passing an online test at the time of application, successful completion of mandatory training and working an Advance Voting shift.

Interested applicants should apply online at surrey.ca/election.