



The **DISTRICT OF CENTRAL SAANICH** is seeking an experienced  
**PRESIDING ELECTION OFFICIAL**

**Competition Number 2022-15**

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island enjoys the reputation of being among the best locations in Canada to work, live and play. Central Saanich is bounded on both the east and west by ocean and is known for its scenic rolling countryside and bounty of farms. This community of 18,000 residents has a vibrant, small village character and includes the Tsawout and Tsartlip First Nations; and it is central to all amenities of the Greater Victoria area.

The Presiding Election Official (PEO) is responsible for the administration and conduct of voting at an assigned voting place and the supervision of election officials at the voting place on general voting day. The PEO ensures that the voting place is safe and accessible, voting procedures are followed correctly, and issues related to voters and candidate representatives are managed and successfully resolved. The successful candidate will have knowledge of and experience with the election process and the election provisions of the Local Government Act. They will also have excellent customer service and organizational skills, proficient computer skills, and a fine attention to detail. The successful candidate will have the ability to interact with voters and clearly communicate election procedures, the ability to follow written instructions and checklists and the ability to supervise others.

**Please see the attached job description for further information on the duties and requirements of the role.**

To ensure the health and safety of our workplace, all external applicants will be required to provide a confirmation of vaccination status.

The daily pay rate for this 7 a.m. to 9 p.m. (or until duties are fulfilled on voting day) casual position is \$425 (2022 rates). This daily rate is inclusive of a required 2-hour training session. Interested candidates are invited to submit their application form to [resume@csaanich.ca](mailto:resume@csaanich.ca) . This position will remain open until filled.

The District of Central Saanich thanks applicants for their interest, and advises that only those candidates under active consideration will be contacted.

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**P:** +1 (250) 652-4444

**E:** [resume@csaanich.ca](mailto:resume@csaanich.ca)

**W:** [CentralSaanich.ca](http://CentralSaanich.ca)



## Job Description- Elections

### **Presiding Election Official**

(Casual)

Rate of pay: \$425.00

#### **General Accountability**

The Presiding Election Official (PEO) is responsible for the administration and conduct of voting at an assigned voting place and the supervision of election officials at the voting place on general voting day. The PEO ensures that the voting place is safe and accessible, voting procedures are followed correctly, and issues related to voters and candidate representatives are managed and successfully resolved.

#### **Expectations**

- Must attend mandatory training session
- Must visit assigned voting location prior to voting day or prior to location being open to the public
- Must be able to work on General voting day from approximately 7 a.m. to 9 p.m. or until duties are fulfilled; and,
- Must pick up and drop off of election supplies at election headquarters on General voting day

#### **Nature and Scope of Work**

- Oversees the general conduct of the voting place on general voting day; addresses concerns/behaviours as applicable.
- Ensures compliance with election procedures and rules by all election officials and voters in the voting place.
- Sets up assigned voting place prior to the location being open to the public on general voting day ensuring set up is efficient and effective.
- Picks up equipment and supplies from election headquarters (District's Municipal Hall) on general voting day.
- Supervises the setup of the voting place, including the vote tabulator, laptops, ballot box and all other equipment and supplies.
- Operates the vote tabulator.
- Takes any required declarations.

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- Supervises election officials providing support, scheduling breaks etc.
  - Supervises electronic voter registration.
  - Assists voters as may be required through the voting process.
  - Maintains contact with and reporting election results to election headquarters.
  - Manages the packing of equipment and supplies and the closing of the voting place.
  - Delivers the equipment and supplies to election headquarters at the close of voting.
  - Follows all applicable policies and processes
  - Performs other related duties as required

## Requirements

The successful candidate will possess:

- Knowledge of and experience with the election process and the election provisions of the Local Government Act;
- Excellent customer service, verbal and written communication skills;
- Proficient computer skills;
- Ability to interact with voters and clearly communicate election procedures;
- Ability to understand and follow written instructions and checklists;
- Able to supervise others; and,
- Excellent organizational skills and attention to detail.

Presiding Election Officials must:

- Be legally entitled to work in Canada; and,
- Not be affiliated with any candidate running for office in this general election.

Created: May 2022