



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

Competition Number 2022-16

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 alternate Presiding Election Officer (APEO) is responsible for assisting the Presiding Election Official (PEO) with the administration and conduct of voting at as assigned voting place. In the PEO's absence, the APEO assumes the duties and responsibilities of the PEO. 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 and have the ability to follow written instructions and checklists.

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 \$375 (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 . 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.



Job Description- Elections
Alternate Presiding Election Official
(Casual)
Rate of pay: \$375.00

General Accountability:

The Alternate Presiding Election Officer (APEO) is responsible for assisting the Presiding Election Official (PEO) with the administration and conduct of voting at an assigned voting place. In the PEO's absence the APEO assumes the duties and responsibilities of the PEO.

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 on General Voting Day; and,
- Must pick up and drop off of election supplies at election headquarters on General voting day

Nature and Scope of Work

- Assists the Presiding Election Official with the setup of the voting place, including the vote tabulator, laptops, ballot box and all other equipment and supplies.
- Performs opening checks on the vote tabulator.
- Ensures the integrity of the voting place including perimeter checks for political signs placed in proximity to the voting place and monitoring the use of cell phones.
- Verifies voters' eligibility to vote.
- Supervises electronic voter registration.
- Assists voters as may be required through the voting process.
- Closes the vote tabulator.
- Supervises the packing of equipment and supplies and the closing of the voting place.
- Assists the PEO in other duties as required.
- Following all applicable policies and processes
- Performing 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; and,
- Excellent organizational skills and attention to detail.

Alternate 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