



Presiding Election Official (PEO)*

*Limited positions are available

Remuneration: \$648 - Must complete all required training and successfully complete their assigned General Voting Day shift.

Position Summary

The District of Saanich is seeking to hire Presiding Election Officials (PEOs) to work the 2026 Local Government and School District Election. The PEO has overall responsibility for the administration, security, and integrity of voting at an assigned voting place. The PEO ensures that all voting activities are conducted in accordance with legislation, procedures, and instructions from the Chief Election Officer (CEO).

Key Duties and Responsibilities

- Act as the official in charge of the voting place during Advance Voting or General Voting Day which includes maintaining the overall conduct of the voting place and integrity of the voting process.
- Supervise, provide clear guidance and support to the Alternate Presiding Election Official, Election Officials, Machine Attendants, and Greeters.
- Work closely with the Alternate Presiding Election Official to ensure clear communication and direction throughout the day.
- Coordinate the set-up of the voting location.
- Communicate with the Chief Election Officer and/or Deputy Chief Election Officers throughout the day on traffic flow, ballot counts, and any potential issues that may arise.
- Resolve routine incidents and report irregularities or equipment issues to the CEO or DCEOs.
- Address voter questions, procedural issues, and accessibility needs.
- Ensure secrecy of the vote and neutral conduct by all staff.
- Act as the primary contact at voting location for scrutineers.
- Oversee opening and closing procedures, including for the voting tabulators.
- Ensure ballot accounting is completed accurately at the end of the evening.
- Remain at the voting location to supervise the clean-up and ensure all materials are returned to Election headquarters as required.

Qualifications and Skills

- Minimum of 18 years of age and legally entitled to work in B.C.
- Demonstrated leadership or supervisory experience. Supervisory roles in a municipal election are preferred.
- Must be knowledgeable about election legislation.
- A current and valid B.C. drivers' licence and access to an insured vehicle in good working order to transport supplies.
- PEOs are required to pick up and securely store sensitive materials the night before General Voting Day and return materials after the voting place closes.
- Access to a mobile smartphone for use during the day.
- Customer service experience and excellent communication skills.

- Strong understanding of procedures, attention to detail, mathematical competence, and clear writing.
- Punctual, reliable, patient, and a strong team player.
- Endurance for a long day and ability to move tables and chairs as needed.
- Comfortable using laptops and VoterView software following training.
- Fluency in English required, other languages are an asset.

Key Notes:

- Must attend mandatory election training sessions.
- Must work from 7:00 am until the end of voting and clean-up (minimum 14-hour shift).
- The PEO must not be related to any candidates running for office in the election and must not work actively for any election campaign or candidates. PEOs are required to sign a solemn declaration to acknowledge this.
- Ability to lift 25 lbs.