

## Job Description: Presiding Election Official

The City of North Vancouver is seeking reliable, civic-minded individuals to serve as Election Workers for the 2026 Municipal Election. Selected applicants will be hired as casual/auxiliary exempt City employees for the election period.

### Position Summary

**The Presiding Election Official (PEO)** – oversees all aspects of voting day at a voting place. This position is ideal for persons with management and election experience who are confident decision-makers with strong problem-solving skills.

The successful candidate will have the skills and professionalism to effectively manage operations at an assigned voting place.

### Work Schedule

- **General Voting Day – Saturday, October 17, 2026**  
Presiding Election Officials are required to work on General Voting Day from 6:30 am to 9:00 pm (or longer as operationally required).
- **Advance Voting – October 7, 10, 13, 14 and 15, 2026**  
Presiding Election Officials are required to work one or more Advance Voting shifts, based on the schedule and their availability. If scheduled, the shift is estimated to be 3-4 hours, or longer, if operationally required and available.

### Training Requirements

- Presiding Election Officials are required to complete the following mandatory training below:
  - 1-2 hours of online training (self-paced).
  - In-person training at North Vancouver City Hall on September 29, 2026 from 6:00 pm - 9:00 pm for PEOs and APEOs. This training covers election rules, procedures, equipment and hands-on practice with the election software.
  - In-person training at North Vancouver City Hall on October 1, 2026 from 6:00 pm - 9:00 pm for all Election Workers. This training covers election rules, procedures, voting equipment, safety procedures and hands-on practice with the election software.

Note: If you cannot access the online training or attend the in-person training, additional options may be available.

## Pay and Compensation

- Rate is \$35.00 per hour. Overtime rates will be paid after 8 hours worked in a day.
- Estimated pay based on working the below election shifts:
  - Training
  - 1 Shift of Advance Voting (4 hours)
  - General Voting Day= approximately \$1,164.00
- 4% vacation pay will be paid on total election wages.
- Online training will be paid for 2 hours.
- You will receive one lump sum payment after the conclusion of the election through the scheduled payroll period.
- Statutory deductions will be applied at source as applicable.
- Existing City employees must take the day off from their home position when a voting shift falls on one of their regularly scheduled workdays. Managerial approval is required. Banked time may be used.

## Responsibilities

- Contact and liaise with assigned election team members one week prior to the voting day.
- With the APEO, arrive promptly at the scheduled time on October 17 at the assigned voting location, with the voting equipment to supervise final voting location set-up.
- Supervise all voting activities and Election Workers, including providing guidance and support to the election team and managing team schedules, task assignments, and rotation of duties.
- Monitor the ballot tabulator.
- Administer solemn declarations for Election Workers and voters as required.
- Assisting voters and completing the necessary form.
- Ensure that no political campaign materials (buttons, badges, or signs, etc.) are worn, displayed, or left inside the voting location or within 100 metres of the site.
- Monitor candidate representatives in the voting location.
- Ensure voting books, forms, and required documentation are completed accurately and follows legislation.
- Foster a positive voter experience and ensure traffic flow concerns are managed efficiently.
- Maintain communication with Headquarters at City Hall to address and resolve any issues.
- Track and reconcile ballots throughout the day and upon close of voting, monitor voting book entries and the Voters' List to ensure accuracy and balance.
- Accurately complete the official results upload using the designated software.
- Supervise the pack up of the voting location, ensuring materials are properly accounted for.
- Transport election equipment and supplies to the assigned voting location and return to Chief Election Officer or designate.

## Qualifications\*

- Ability to meet legislated requirements under the *Local Government Act* including a solemn declaration to:
  - Perform duties impartially.
  - Preserve the secrecy of the ballot.
  - Not be or become a candidate, candidate representative, or financial agent while serving as an Election Worker.
- Ability to remain neutral, avoid campaign discussions, and treat all candidates, scrutineers, and voters consistently.
- Demonstrated supervisory and leadership experience with the ability to direct a team.
- Ability to anticipate, assess and resolve issues in a timely manner.
- Strong attention to detail, including accuracy in following procedures and strong numeracy skills for completing election forms and reconciliation tasks.
- Excellent communication and customer-service skills to support voters in a professional, patient, and respectful manner.
- Computer proficiency, including the ability to use voting software to look up voters, register voters, and record voter participation.
- Dependability and professionalism, including punctuality, patience, and being able to collaborate as a team.
- Ability to work extended hours, including a full Election Day (approximately 14 hours).
- Physically capable to stand or sit for extended periods and assist with light physical setup at the voting location.
- Ability to safely lift up to 25 lbs.
- Ability to read, write and speak English; additional languages are an asset.
- Previous election experience is an asset.
- Previous experience working in a City of North Vancouver election is an asset.
- Knowledge of City of North Vancouver municipal boundaries is an asset.
- Existing City employees require managerial approval to take leave from their regular position when a voting shift falls on one of their regularly scheduled workdays.

*\*Preference will be given to applicants who have prior local government election experience and who hold a valid BC Driver's Licence with access to a vehicle.*

## Working Conditions

- You will receive two paid meal breaks. Please bring non-perishable meals and beverages, as you are required to stay at the voting location for the entire shift. The voting location may not have a microwave or refrigerator.

## Conditions of Employment

1. Completing all mandatory training as determined by the Chief Election Officer;
2. Signing the declaration required under the BC *Local Government Act*;
3. Completing all necessary City onboarding forms;
4. Reference checks may be required; and
5. Signing an employment agreement for this position.

## Additional Information

The City of North Vancouver welcomes applications from all qualified candidates. Please apply through the Election Worker application process at <https://www.cnv.org/ElectionWorkers>. Due to the volume of applications, only successful candidates will be contacted. The posting will close on July 6, 2026.

If you have questions, please contact us at [elections@cnv.org](mailto:elections@cnv.org) or 604-982-3953.

Thank you for your interest in the City of North Vancouver 2026 Local Election.

*We respectfully acknowledge that we live and work on the traditional and unceded territories of the Sḵwx̱wú7mesh Úxwumixw (Squamish Nation) and səliłwətał (Tsleil-Waututh Nation). The City of North Vancouver is committed to Reconciliation with these Nations, who have lived on these lands since time immemorial.*

Posting: 2026-E001