



DISTRICT OF COLDSTREAM

JOB DESCRIPTION

POSITION: **Alternate Presiding Election Official**

REPORTS TO: Chief Elections Officer

SUPERVISES: n/a

GROUP: Excluded

Reporting to the Chief Elections Officer (or their designate), the Alternate Presiding Election Official (APEO) supports the Presiding Election Official (PEO) and assumes the duties and responsibilities of the PEO in their absence. the District of Coldstream's Municipal General Election by helping to administer and facilitate the voting process for eligible residents.

Primary Duties and Responsibilities:

- Ensures the polling station opens and closes on time.
- Sets up the voting location with all required supplies, signage, and equipment.
- Verifies electors' identification in accordance with legislated ID requirements and District policies.
- Issues ballots and provides clear voting instructions to electors.
- Completes all required documentation to record that an elector has voted.
- Monitors the voting area to ensure all electors and candidates follow required safety protocols, rules, and procedures.
- Maintains secure custody of ballots, ballot boxes, and election materials throughout the voting period.
- Returns all ballots, materials, and equipment to the designated location following closing procedures.
- Processes any required election forms, such as non-resident elector and registration forms.
- Assists the Presiding Election Official (PEO) in any other duties as required.

Required Experience, Knowledge, Skills and Abilities

- Previous experience in a supervisory role in a municipal, provincial or federal election.
- Solid understanding of the election process.
- Experience receiving and recording personal information from members of the public and completing required forms or documentation.
- Experience working directly with the public in a service-oriented environment.
- Experience applying conflict-resolution or de-escalation techniques.

- Ability to exercise good judgment, tact, and discretion when handling sensitive information or interacting with the public.
- Ability to remain polite, courteous, and professional at all times, even in high-volume or stressful situations.
- Strong attention to detail and ability to follow established procedures.
- Ability to work collaboratively as part of an election team.
- Ability to work flexibly as operationally required, including weekdays, weekends, and evenings.

Working Conditions:

- Must be available to work general voting day, Saturday, October 17, 2026.
- Must be available to attend mandatory paid training on September 24, 2026.
- Required to remain on-site for full duration of shift, meal breaks and meals will be provided.
- Shifts may be up to 14 hours in length so must be able to sit or stand for long periods of time.
- Ability to lift up to 35 lbs.
- Must dress appropriately in comfortable and professional attire.
- Must remain kind, courteous, and respectful at all times, and stay calm and professional even when interactions become lively to help maintain a positive work environment.