



DISTRICT OF COLDSTREAM

JOB DESCRIPTION

POSITION: **Presiding Election Official**

REPORTS TO: Chief Elections Officer

SUPERVISES: n/a

GROUP: Excluded

Reporting to the Chief Elections Officer (or their designate), the Presiding Election Official (PEO) is responsible for overseeing the conduct of voting and supervising staff for an assigned voting place. The PEO is responsible for ensuring voting procedures are followed correctly, voting places are safe and accessible, and voting results are reported to the Chief Election Officer at the end of the initial count. The PEO is responsible for problem solving and managing issues related to voters, media, scrutineers and election officials in their assigned voting location. The PEO receives guidance and direction from, and reports to the Chief Election Officer or the Deputy Chief Election Officer.

Primary Duties and Responsibilities:

- Leads the set up and closure of the voting place, ensuring the polling stations open and close on time.
- Provide clear guidance and supervision to election staff with respect to breaks, rotation of duties, assignment of tasks and overall conduct.
- Manages media, scrutineer and voters' issues.
- Oversees the set up of the voting location with regard to required supplies, signage, and equipment.
- Monitors voting place throughout the day, tracking traffic flow, identifying potential for lineups, anticipates potential concerns.
- Verifies electors' identification in accordance with legislated ID requirements and District policies.
- Ensure voting books, forms, and documents are completed correctly, and ensure ballot counts are balanced.
- 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.

- Ensures all voting books, forms, and documents are completed correctly and tabulators are provided to the Chief Election Officer or the Deputy Chief Election Officer.
- Remains at the voting location to supervise the cleanup and ensures 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 Chief Election Officer or the Deputy Chief Election Officer with any other duties as required.

Required Experience, Knowledge, Skills and Abilities

- Previous experience in a supervisory role in a municipal, provincial or federal election.
- Demonstrated understanding of the election process.
- Ability to oversee, evaluate, anticipate and solve problems.
- Strong organizational and multitasking abilities with excellent attention to detail.
- 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.