

APPLICANT QUESTIONNAIRE
District Electoral Officer (DEO)
Deputy District Electoral Officer (DDEO)

Provide responses to the following questions. Applications received without your responses will not be considered.

Return your responses via email to DEOjobs@elections.bc.ca along with your resume.

Your application must clearly demonstrate how you meet all of the job criteria. When responding, provide relevant and detailed examples of how you meet the required experience, skills and abilities. Be thorough — incomplete applications may not be considered. Your responses MUST

- not be handwritten,
- be no more than four pages in length,
- answer all questions thoroughly and in the order presented,
- **not** be copied and pasted from your resume.

1) Your name and contact information, including your address, telephone and email.

2) For which position(s) – DEO or DDEO – are you applying? Which do you prefer and why?

3) Indicate which electoral district(s) you wish to work in.

DEOs and DDEOs must live within reasonable commuting distance of the city/town in which they will establish a district electoral office. Rank your choice(s) of electoral district(s) you wish to work in, in order of preference.

4) Elections BC is a non-partisan Office of the Legislature. You must disclose if you or your connections (family, friends, etc.) participate or have been involved in the past in any activities that might impede your ability to be seen as a non-partisan and impartial administrator of the electoral process.

- 5) Elections BC must be ready to deliver an electoral event at any time.** Throughout their terms of appointment, DEOs and DDEOs must be available part-time to complete training and carry out preparatory assignments, as directed by Elections BC. All DEOs and DDEOs must be prepared to complete training and readiness activities when required. Each readiness assignment requires a set number of hours to complete. The schedule for readiness assignments is established by Elections BC and communicated to DEOs and DDEOs as far in advance as possible. As well, in addition to readiness assignments, DEOs and DDEOs are required to dedicate 3 to 10 hours per quarter for various interactions with Elections BC headquarters. **Indicate if you have any issues with these availability requirements in between electoral events.**
- 6) When an election is called, DEOs and DDEOs must be able to begin administration of the provincial electoral event in their electoral district immediately and as requested for the duration of the election period.** During the 9 to 10 weeks of an electoral event, they must be available more than full-time to open and operate their district electoral office (50 days minimum) with time commitments of up to 15 hours per day, seven days per week, during peak periods in the election calendar. **Indicate if you have any issues with these availability requirements during an electoral event.**
- 7) Describe how you meet the qualification of recent, related management-level experience leading time-sensitive events and/or projects.**
- 8) Describe how your related experience includes:**
- workforce acquisition and management;
 - financial and asset management;
 - office administration, with a focus on delivering programs and/or services to clients, preferably in a public-sector environment.
- 9) Describe your demonstrated experience and proficiency using a variety of modern office computer software** (including web browsers and Microsoft Office suite or related software, and mobile technologies).

10) Describe your previous experience working in electoral events (federal, municipal and/or provincial).

11) Indicate any post-secondary education. If you do not have post-secondary education, describe how you demonstrate competencies normally acquired through post-secondary education (i.e. college-level verbal and written communication skills, logical reasoning and judgment, time-management, etc.).