



Lead Election Equipment Officer

Compensation rate: \$26.00/hr.

The Lead Election Equipment Officer (LEEO) coordinates the team of Election Equipment Officers (EEOs) in their office automation and voting technology responsibilities. The LEEO takes responsibility for the team of up to 3 EEOs to ensure the smooth functioning of office technology (network, laptops, printers and voting technology) and election administration equipment (electronic voting book laptops, modems, tabulators, peripherals, memory cards, password sheets) throughout the electoral district. The LEEO ensures that technology services in the district electoral office and in voting places are provided in accordance with Elections BC technology policies and instructions. They organize the work of the EEOs to ensure the following critical tasks are completed correctly and on time:

Responsibilities and typical duties include:

- Setting up office automation technology in the district electoral office when it opens
- Preparing voting technology by installing database updates and updating software as instructed by Elections BC headquarters to deploy to voting places and mobile teams
- Leading tabulator logic and accuracy testing prior to deployment to voting places
- Ensuring the security of tabulator memory cards, security keys, password sheets and other sensitive information and materials
- Sorting, packing, preparing and tracking technology for transport to voting places
- Supporting election officials with the transportation of voting technology to and from voting places, as well as the storage of technology after initial setup and after each day of voting
- Supporting election officials with setting up voting place technology and testing network connectivity the night before advance and final voting
- Sorting, preparing and tracking technology required by mobile teams
- Maintaining and tracking voting technology inventory as it is deployed and returned using forms and instructions provided by Elections BC headquarters
- Synchronizing voting data to the central database from electronic voting books
- Providing tier 1 help desk services for election officials and district electoral office staff using set up, quick fix, and other troubleshooting resource guides and procedures
- Troubleshooting problems that may arise with office technology and election administration equipment and escalating problems to Elections BC headquarters as required
- Overseeing tabulator quality assurance testing after counting
- Decommissioning office automation technology in the district electoral office when the office closes and packaging equipment for return to Elections BC headquarters

Minimum qualifications for this role include:

- ability to lead a team, planning and organizing their work
- skill in using and comfort with computers and related technology
- understanding of the use of technology in electoral event administration and the ability to support others in using that technology
- ability to follow instructions in guides developed by Elections BC and work with limited supervision



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DISTRICT ELECTORAL OFFICE STAFF JOB DESCRIPTIONS

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(24/04)

- experience using common office tools, equipment and software, including MS Office, in an office environment both in an administrative capacity and in a technical capacity
- ability to enter data into computer applications, including the ability to upload and download data
- demonstrated ability to meet deadlines and work under tight timelines
- ability to set-up and take-down computer equipment, including the physical ability to set up network cables and power sources throughout the district electoral office
- ability to lift up to 50 pounds to a counter height
- reliability, dependability, and enthusiasm
- excellent record-keeping and organizational skills and keen attention to detail
- ability to maintain the confidentiality of personal or sensitive information
- ability to be a non-partisan representative of Elections BC