

Election official roles in technology-enabled voting places

Supervisory Voting Officer (SVO)



Work days:	Advance and/or final voting (1-4 days of work)
Hours of Work:	1 hour online training 7 hours SVO classroom training* 10.5 hours election official classroom training Up to 3 hours the day prior to advance/final voting day 15 hours per voting day worked (approximately 6:30 a.m. to 9:30 p.m.)
Training fee:	\$18 for online training \$62 per classroom training session*

* SVOs will attend two training sessions for their role. They will also attend training sessions for other election official roles they will supervise (minimum 3 sessions).

Daily Rate: \$440 per day

Cell phone fee: Flat rate of \$15

Additional fees: \$25 to \$30 per hour, depending on the activity

SVOs will work with their Voting Equipment Officer (VEO) to set up the voting place the day prior to advance/final voting.

They may also be required to transport supplies to/from the district electoral office and the voting place.

They will secure and store ballots and other voting equipment for their voting place, and perform other tasks as assigned by the District Electoral Officer (DEO).

The SVO oversees the voting place and manages all election officials assigned to the voting place.

Reporting to the District Electoral Officer (DEO), you will:

- Supervise a technology-enabled voting place.
- Contact election officials to ensure they are available to work on the required days and times.
- Set up and secure your assigned voting place the day before the first day of voting.
- Ensure staffing resources, supplies and voting place layout conforms to requirements.
- Supervise election officials to ensure they follow proper procedures.
- Manage a large flow of voters within a voting location, ensuring that all voters can mark and cast their ballot safely and efficiently.

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- Ensure candidate representatives comply with guidelines.
- Resolve any issues at the voting place escalated by election officials as they arise.
- Act as a liaison to relay information between the voting place and the DEO in a timely manner.
- Ensure the voting place is safe and accessible to voters, including assisting voters with disabilities.
- Temporarily backfill an election official role, as required.
- Ensure the voting place closes on time.
- Conduct initial count reconciliation for the voting place.
- Shut down the voting place, packing all technology and materials.
- Ensure voting place supplies and technology are returned to the district electoral office.

Working conditions

- SVOs must arrive early to set up the voting place, work on their feet for at least 12 hours, and stay late to close down the voting place.
- SVOs will be given meal breaks. However, SVOs may not be able to leave the voting place while on a meal break.
- SVOs must bring their own non-perishable meals and beverages. No cooking or refrigeration facilities will be supplied.
- SVOs may be required to have access to an insured vehicle in good working order to perform this work. Mileage for the performance of duties will be reimbursed in accordance with Elections BC policy.
- SVOs must have use of a cell phone to perform their duties. Long distance charges will be reimbursed in accordance with Elections BC policy, with a receipt.
- As this role requires long periods of standing, SVOs should wear comfortable footwear.

To work as a SVO you must have:

- basic English literacy and language skills; fluency in a second language may be beneficial
- ability to be and be perceived by others as a non-partisan representative of Elections BC
- patience when interacting with a variety of people during a long day
- supervisory and leadership skills and experience to provide guidance and direction at the voting place
- working knowledge of technology
- good organization skills
- knowledge of the local electoral district and its geography
- ability to oversee, evaluate and anticipate problems

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- tact and diplomacy in interactions with voters, candidate and party representatives (scrutineers), candidates and the media. SVOs must possess excellent interpersonal skills to provide voters and election officials with clear direction and assistance
- previous electoral event experience would be a distinct advantage
- ability to lift up to 50 lbs. to a counter height
- basic numeracy and analytical skills
- good attention to detail
- ability to complete paper forms correctly with clear and legible handwriting
- ability to understand, rationalize and resolve situations calmly and efficiently as they arise
- ability to work for long stretches of time
- ability to multi-task
- access to a cell phone
- SVOs may require access to a vehicle to transport supplies and voting equipment.