



## Office Manager

**Compensation rate: \$26.00/hr.**

The Office Manager is responsible for the smooth and efficient administrative operations of the district electoral office. This role ensures the day-to-day operations of the office and supervises and guides the work of office support staff and enumerators.

This is a key support role to the District Electoral Officer and the Deputy.

Responsibilities and typical duties include:

- managing the set-up of the district electoral office
- implementing administrative processes to ensure effective completion of required tasks
- maintaining the flow of assigned tasks by monitoring work status and adjusting as necessary to ensure task completion
- ensuring that policies and procedures are followed
- managing and distributing office supplies and equipment used by field staff
- providing training to and guiding the work of office staff
- monitoring the processing of accounts, payroll, and personnel records using EBC-specific databases and software
- creating work schedules for office staff that meet legislated requirements, make the best use of staff time and minimize overtime
- supervising the mobile teams in their voting and counting activities
- performing quality assurance functions, reviewing and evaluating the work of staff
- liaising with Elections BC headquarters to resolve issues
- managing the closing-down of the district electoral office, including overseeing the packing and return of supplies

As the most senior support staff, the Office Manager must be familiar with general procedures for electoral event administration. They should be highly-skilled administrators and comfortable using technology to perform administrative duties. This role reports directly to the District Electoral Officer.

Minimum qualifications for this role include:

- a combination of education, training and experience in business administration and experience managing a busy office and dealing with the public
- experience guiding the work of others in a direct supervisory or team lead role
- experience using common office tools, equipment and software, including MS Office, in an office environment
- ability to use computer applications to enter and verify data
- good record-keeping and organizational skills and keen attention to detail
- reliability, dependability and enthusiasm
- experience working with and the ability to maintain personal and confidential information and ensure the privacy of data in their possession
- strong communication and interpersonal skills to work effectively in a team environment
- ability to be a non-partisan representative of Elections BC



## Recruiter

**Compensation rate: \$24.00/ hr.**

The Recruiter supports the effective and efficient hiring of election officials for the electoral district. Between 250 and 550 officials must be hired and trained in a four to six week time period. Therefore, the Recruiter is a key resource to assist with this important activity. They will organize and maintain applicant and employee records, track and report on recruitment progress, and assist the District Electoral Officer and Deputy with making selection decisions.

Responsibilities and typical duties include:

- coordinating and supporting recruitment and selection activities for election officials, which may include contacting applicants, conducting interviews, scheduling training, maintaining a database of applicants and employees, and maintaining records related to the hiring process
- applying legislation, policies, and procedures and related documentation to the recruitment and selection process, such as job descriptions, application forms, existing recruitment pools, and appointment forms provided by Elections BC
- ensuring recruitment activities meet industry best practices, legislative requirements (including the *Employment Standards Act* and *BC Human Rights Code*), and Elections BC policies and procedures
- ensuring the accuracy of internal hiring documents, such as applicant databases, as well as those viewed publicly, such as advertisements
- researching and identifying alternative recruitment approaches, such as job fairs and staffing pools
- liaising with Elections BC headquarters to ensure effective and efficient hiring

The Recruiter may act as a first point of contact for Elections BC staff and applicants on recruitment activities in their electoral district. They will be required to establish effective working relationships and maintain ongoing communication with internal staff and the public, and must therefore provide a high level of service in person, by telephone, and through written correspondence.

Minimum qualifications for this role include:

- experience in a busy office environment working with legislation, policy and procedures
- preference will be given to applicants with related work experience in recruitment and selection
- experience providing superior customer service
- experience using common office tools, equipment and software, including MS Office, in an office environment
- experience working with and the ability to maintain highly confidential information
- good record-keeping and organizational skills and keen attention to detail
- excellent verbal and written communication skills and interpersonal skills
- ability to coordinate and manage a heavy workload, and meet deadlines
- reliability, dependability and enthusiasm
- ability to be a non-partisan representative of Elections BC



## Office Support

**Compensation rate: \$21.00/hr.**

There are a number of office support jobs in a district electoral office. Some jobs take responsibility for a particular task or project, such as supply management or reception. However, given the short-term nature of the job and the volume and variety of work to be completed, office support staff must be flexible. Duties can include basic data entry, answering enquiries, inventory management, scheduling training and voting administration.

Office support may be hired as “resource” staff whose responsibilities change during the course of the electoral event. Support staff can be deployed to different tasks throughout the term of their employment.

Typical duties and responsibilities may include:

- general administrative, clerical and office duties, filing, photocopying, faxing, etc.
- receiving inventory, unpacking and managing supplies
- receiving, sorting and delivering mail and phone messages
- responding to public inquiries
- supporting recruitment and training activities by contacting, scheduling, and responding to inquiries from job applicants
- overseeing reception and providing client service, such as arranging appointments and meetings
- using MS Office software to create documents, draft and edit correspondence, enter data into spreadsheets, proof reports, etc.
- creating and maintaining records in the Electoral Information System (EIS) database
- administering voting in the district electoral office (if appointed as an election official)
- assembling packages, kits and training material

Not all office staff will perform all the above duties. There are many possible ways of assigning work to be done, and duties may change over the course of the event. Office staff must be flexible and willing to help out where they are required. The Office Manager will assign duties to office support as needed.

Minimum qualifications for this role include:

- experience in a busy office environment dealing with the public. Education and/or training in business administration is a strong asset
- experience and skill using common office tools, equipment and software, including MS Office, in an office environment
- experience providing customer service in a high-volume environment
- ability to enter data accurately into computer applications
- ability to follow direction and work with limited supervision
- reliability, dependability and enthusiasm
- excellent 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



# DISTRICT ELECTORAL OFFICE STAFF

## JOB DESCRIPTIONS

5005190  
(24/04)

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### Trainer

**Compensation rate: \$26.00/hr.**

The Trainer is responsible for planning, preparing for, coordinating and delivering face-to-face training to all election officials employed in the electoral district. This role ensures that all election officials have completed the online training for election officials, and that all officials receive the job-specific classroom training necessary to perform their duties.

Responsibilities and typical duties include:

- planning and coordinating the training of election officials by developing training schedules, arranging facilities, and scheduling attendees into training sessions
- ensuring applicants have completed the online portion of their training
- preparing for and delivering job-specific training to the various election official roles by following training plans developed by Elections BC
- ensuring all training content is delivered within the time allotted
- reviewing and assessing whether attendees have successfully completed the required training to confirm suitability for employment
- assisting with the recruitment and selection of election officials, as required
- delivering training according to the standard format required by Elections BC

As training is an important responsibility, this role reports directly to the Deputy District Electoral Officer.

Trainers must be highly-skilled facilitators who are comfortable with public speaking and delivering training in a standard format. They must be willing and able to acquire enough understanding of the general procedures for delivering electoral events and the duties of election officials in order to train a broad variety of individuals under tight timelines and answer specific questions.

Minimum qualifications for this role include:

- previous experience delivering training to/facilitating for adults in groups
- understanding of the principles of adult learning
- ability to follow and deliver standardized training within timelines
- reliability, dependability, and enthusiasm
- excellent organizational skills and keen attention to detail
- previous electoral event experience
- public speaking experience and skill
- experience working with and maintaining personal and confidential information
- ability to use presentation technology (i.e. laptop, PowerPoint)
- ability to be a non-partisan representative of Elections BC



### **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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- 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



## **Election Equipment Officer**

**Compensation rate: \$24.00/hr.**

Election Equipment Officers (EEOs) work in a team to deliver technology services for the district electoral office (network, laptops, printers and voting technology) and for election administration (electronic voting book laptops, modems, tabulators, peripherals, memory cards, password sheets). Reporting to the Lead Election Equipment Officer (LEEO), their responsibilities include:

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 of election officials
- Conducting tabulator logic and accuracy testing prior to deployment to voting places
- Securing 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 each mobile team (electronic voting book laptop, peripherals, password sheets)
- 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
- Conducting 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:

- 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 keep records
- experience using common office tools, equipment and software, include 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



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- 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
- strong 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



POSITION TITLE	WAGE RATE	NUMBER OF POSITIONS
<b>Enumerator</b>  <b>WORK TERM (START AND END DATES)</b>  Approximately September 5 to 20, 2024	<b>Hours of Work</b>  Shifts of 2 to 8 hours, up to 35 hours over the enumeration period.  Work generally occurs between 12 p.m. and 8 p.m., Monday to Saturday. Working Saturdays is a requirement.  Some overtime may be required.	Up to 4 per electoral district

**JOB OVERVIEW**

Reporting to the District Electoral Officer and Deputy District Electoral Officer in their assigned electoral district, enumerators assist in assembling an accurate and current voters list. Enumerators travel to locations to register new voters, update/confirm existing voter records in person and provide information and raise awareness about the upcoming provincial general election. They do this by establishing and operating a voter registration station in an assigned location.

**JOB DUTIES AND TASKS**

Enumerators will:

- Travel to locations that have been designated for enumeration.
- Transport, set up and use a laptop computer and other materials to record voter information.
- Confirm, update or register eligible voters.
- Protect the privacy of personal and confidential information.
- Ensure the security of voter data in their possession.
- Provide voters with information on the voting process, voting opportunities and the importance of being on the voters list.
- Securely transport voter registration materials and enumeration supplies.
- Keep in contact with their supervisor and provide regular progress updates.
- Return supplies and equipment to the district electoral office or other designated location at the end of each day.

## **WORKING CONDITIONS:**

- Enumerators work in pairs. When travelling to enumeration locations, enumerators may carpool.
- Enumerators may set up a voter registration station to conduct enumeration activities at assigned locations such as:
  - post-secondary institutions,
  - shopping centres,
  - facilities serving people experiencing homelessness,
  - Indigenous communities,
  - organizations serving new Canadian citizens or
  - other designated locations.
- Most registration drives will be indoors, but some may be outdoors. Enumerators must dress neatly, comfortably and appropriately for the work and weather conditions.
- Enumerators must wear or carry identification provided by Elections BC and produce it on request.

## **SPECIAL WORKING CONDITIONS:**

- Enumerators may also go door-to-door to visit a set of residences in an assigned enumeration area as directed by their District Electoral Officer or Deputy District Electoral Officer.

## **EXPENSES:**

- Enumerators receive a one-time fee of \$15 to cover expenses related to the use of their personal cell phone in the performance of their duties. This is paid to each enumerator at the completion of the enumeration period and covers expenses incurred for the duration of their employment as an enumerator regardless of the number of days they work.
- Enumerator hours worked include travel time leaving from and returning to the district electoral office (their start work location). Enumerators are entitled to mileage for travel in the following circumstances:
  - from the district electoral office to the registration-drive location, and
  - between registration-drive locations (if applicable) and back to the district electoral office.

## **QUALIFICATIONS:**

### **Enumerators must have access to the following work tools:**

- a reliable cell phone
- an appropriately insured vehicle in good working order is preferred; however, a combination of public transit and other transportation means may be acceptable

### **Required experience, skills and abilities:**

- ability to be a non-partisan representative of Elections BC
- awareness of and attention to the privacy of personal and confidential information
- ability to ensure the security of voter data in their possession
- past experience using a database to search for and enter data
- basic English literacy and language skills; fluency in a second language may be beneficial

- technology skills:
  - ability to use mobile technology
  - ability to use a laptop computer to search for and update voter registration records in a database
- ability to use checklists and materials provided by Elections BC
- ability to understand and follow written instructions
- ability to read and use maps
- strong attention to detail
- good listening skills in order to understand and obtain information from voters
- ability to deal patiently and respectfully with a broad range of individuals
- ability to work professionally and effectively with others in a team environment
- ability to work independently and proactively without direct supervision
- good organizational skills
- commitment to assignment completion
- ability to manage time efficiently

**Physical requirements**

- ability to sit or stand for long periods
- ability to work indoors and outdoors in all kinds of weather
- ability to travel from location to location