

**Applicant Information Package**  
**District Electoral Officer**  
**and/or**  
**Deputy District Electoral Officer**

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## 1. General Information

The *Election Act* requires the Chief Electoral Officer (CEO) to appoint a District Electoral Officer (DEO) and a Deputy District Electoral Officer (DDEO) for each electoral district in British Columbia. As representatives of the CEO, DEOs, assisted by DDEOs, are responsible for administering provincial general elections, by-elections, and referenda—collectively known as electoral events—in their assigned electoral districts. DEOs and DDEOs are essential members of a province-wide team.

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## 2. Job Overview

The next provincial general election is scheduled for May 12, 2009. At the same time, Elections BC must administer a referendum on electoral reform. Before these events, Elections BC will conduct an electoral district boundary and voting area redistribution, as well as an enumeration. DEOs and DDEOs will support redistribution implementation and manage the delivery of events in their assigned electoral district. They must also be ready to deliver by-elections.

DEOs and DDEOs will work part-time before the 2009 General Election and full-time during the event. If a DEO or DDEO has other employment, they will have to apply for a leave of absence from their employer. DEOs and DDEOs will need approximately two months of leave from April to June 2009. Outside the election period, DEOs and DDEOs must be able to free themselves from other commitments on a part-time basis to carry out pre-event assignments, attend training, etc.

The DEO and DDEO jobs are demanding, both mentally and physically. DEOs and DDEOs work long hours, up to seven days a week during the 28 days of the election period, and for several weeks before and after General Voting Day.

Elections BC delivers a training program to all DEOs and DDEOs in advance of a general election. DEOs and DDEOs will attend approximately twelve days of training during the fall of 2008 and spring of 2009. There is also an orientation session in the spring of 2008.

Before the election, DEOs and DDEOs work on their own time to complete work packages on certain pre-event activities, such as defining the boundaries of voting areas, creating an electoral district budget, renting office space, and identifying potential office staff and election officials.

Elections BC may also appoint DEOs and DDEOs as the District Registrar of Voters (DRV) or Deputy District Registrar of Voters (DDRV) for their electoral district. The DRV is responsible for the registration of voters within the electoral district, and the DDRV assists them.

In April 2009, DEOs will open their district electoral offices. From these “command posts”, DEOs, DDEOs and their staff will coordinate and carry out all the activities related to delivering an election and referendum in their electoral district. An important part of the DEO’s duties consists of recruiting and training staff to perform specific tasks. This includes staff for the district electoral office, and several hundred election officials to staff voting places.

During the election period, DEOs and DDEOs prepare and distribute materials and supplies and provide information and services to the general public, political parties, and candidates. They receive, check, and acknowledge receipt of nomination papers, and arrange for the printing of voters lists and ballots. They are also responsible for advance voting, mobile voting, and General Voting Day operations.

After the election, DEOs and DDEOs oversee the counting of the votes and declare elected the candidates who have received the greatest number of votes. They later prepare reports, pack up and close their offices, and participate in follow-up meetings on the electoral event.

For a detailed description of the duties and responsibilities of a DEO or DDEO, read the document [Duties-Requirements-Qualifications-Skills](#).

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### **3. Job Qualifications and Requirements**

As officials responsible for ensuring the integrity and effective administration of the electoral process, DEOs/DDEOs must clearly demonstrate certain professional and interpersonal skills. Although DEOs and DDEOs receive training from the CEO on the electoral process and how to carry out their responsibilities, they must make many important decisions based on local circumstances, and resolve issues that arise over the course of an electoral event.

DEOs and DDEOs must have appropriate knowledge of the characteristics of their electoral districts, such as population, demographics, number of municipalities, etc., in order to provide customized management of electoral events.

Individuals who have been successful in the past generally have:

- previous experience working in electoral events (federal, municipal and/or provincial);
- an interest in supporting electoral events;
- excellent knowledge of their electoral district;
- the ability to be non-partisan;
- office management and administration skills and experience;
- project management or event-leading experience, and
- skills in using computers and computer software.

For a detailed description of the job qualifications of a DEO or DDEO, read the document [Duties-Requirements-Qualifications-Skills](#).

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#### 4. Compensation

Compensation for DEOs and DDEOs is established by the CEO in the [Tariff of Fees for District Electoral Officers](#).

The compensation rate takes into account the dual role of the DEO/DDEO as District/Deputy District Registrar of Voters (DRV/DDRV), as well as the requirement to assist with electoral district and voting area boundary redistribution, enumeration, general elections, and the referendum on electoral reform.

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#### 5. Selection Process

DEOs/DDEOs are appointed following a competition held by the Chief Electoral Officer. DEOs and DDEOs are appointed based on merit, with the most qualified applicant being offered the position.

There are several steps to the current selection process:

- **Evaluation of your application** – this will establish whether your experience has included activities relevant to the work of a DEO or DDEO. Ensure your application highlights all related experience, including full and part-time work, both paid and unpaid, and social, community, and volunteer experience.
- **Verification of references** – job-related references will be contacted to verify your suitability for the position.
- **Written assessment** – if you are invited to participate, the assessment will establish your skills and abilities relevant to the position of DEO or DDEO.
- **Interview with Elections BC staff** – if you successfully complete the written assessment, an interview will be conducted to further assess your knowledge, skills, and abilities.

The selection committee will recommend to the CEO whom to appoint to the position, and the CEO will send written confirmation of the decision to each applicant.

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#### 6. How to Apply

To apply for a position as either a DEO or DDEO, you must complete an [application form](#). Elections BC must receive your application form by the closing date for the competition. If you have questions about how to complete the application form, please call 1-800-661-8683.

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#### 7. Available Positions

There are vacancies for DEO and DDEO positions throughout the province. DEOs and DDEOs generally work in the community where they live; however, you may apply to work in another electoral district. Elections BC will not compensate you for travel to and from work or relocation expenses. It is your responsibility to ensure that the electoral district you are applying for is within reasonable commuting distance from your place of residence.

You must indicate on your application form the electoral district(s) in which you wish to work. You may apply for more than one electoral district; however, you need only submit one application.

Refer to the list and maps of the current electoral districts when applying. These can be found on the Elections BC website at: <http://www.elections.bc.ca/map/ed1999.html>.

Please note that the boundaries of all provincial electoral districts are currently under review. New boundaries may be adopted prior to the 2009 General Election. We anticipate that approximately 87 DEO and 95 DDEO positions will be available. DEOs and DDEOs will be appointed to any new electoral districts, once these are defined and adopted by the Legislative Assembly.

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## 8. Deadlines

Applications must be **received** by midnight on **January 6, 2008**.

Applications can be submitted by:

Email: [ElectionsBC@elections.bc.ca](mailto:ElectionsBC@elections.bc.ca)

Fax: (250) 387-3578

Or Mail: Elections BC  
DEO/DDEO Positions  
PO Box 9275 Stn Prov Govt  
Victoria, BC V8W 9J6

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