

Job Posting: Presiding Deputy



Presiding Deputy

Be part of the 2025 Edmonton Election—one of the city's biggest events.

As Presiding Deputy, you'll be responsible for managing a voting station on Election Day or during advance vote. You'll lead a team of election workers, assign roles, ensure accurate reporting and support voters throughout the day. You'll be the main point of contact for candidates and scrutineers at the station. This role requires strong organizational skills and the ability to stay calm in a fast-paced environment.

What will you do?

- Lead a team of election workers by assigning roles and responsibilities, overseeing efficient and secure voting processes
- Ensure that the voting station is set up and fully organized with the necessary equipment and supplies prior to opening and throughout the voting opportunity
- Implement the voting process accurately and efficiently
- Track ballot usage, maintain detailed records and accurately enter data in a timely manner
- Manage inventory of ballots and essential supplies, proactively identify and coordinate resupply needs to avoid operational delays
- Uphold privacy through consistent implementation of secure voting practices, safeguarding confidential information
- Provide assistance and accommodations to electors, ensuring accessibility and inclusivity
- Guide election workers in addressing questions and resolving issues
- Manage interactions with candidates, scrutineers, electors, and other visitors to the voting station
- Maintain a clean, organized, and safe voting station environment
- Ensure all established safety protocols are followed including emergency evacuation procedures

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Qualifications:

- Previous supervisory experience
- Proficiency in laptop usage for data entry into an internal database

Assets:

- Previous experience as an election worker
- Fluency in a language other than English

Conditions of Employment:

- Minimum of 18 years of age by October 6, 2025 for Advance Voting or by October 19, 2025 for Election Day
- Access to a cell phone while on-duty
- Valid Alberta Class 5 driver's licence (or provincial equivalent), access to a vehicle and proof of appropriate insurance (*for Institutional and Standby roles only*)
- Complete mandatory training including a set of online modules (requires access to a computer and internet connection) and an in-person role-specific training session
- Remain onsite at the voting station during scheduled breaks and meal times

Skills required for success:

- Proven ability to engage respectfully and inclusively
- Capacity to lift supplies weighing up to 20lbs (9kg)
- Strong mathematical, organizational and verbal and written communication skills
- Ability to read and interpret maps
- Demonstrated knowledge of election processes

Standby Workers:

- Fill emerging vacancies or provide additional support at a voting station
- Must report for standby shift on Election Day in person at a Ward Office, or via phone call during Advance Voting, to confirm readiness and availability

Note: Voting station staff must remain on-site at the voting station for the entire shift, including closing procedures (no off-site breaks). Smoking is not permitted on the property of voting stations.

Work Opportunities:**Election Day: October 20, 7 a.m. to 9 p.m.**

1-day, approximately 14 hours

\$449.84 (1-day rate) + \$96.34 training rate + \$15 cell phone allowance

Total compensation: \$561.18 (refer to pay rate notes)

Election Day Shift Extension: October 20, Start of Count to End of Count

1-day, approximately 2 hours

\$48.17 (1-day rate) + \$24.08 training rate

Total Compensation: \$72.25

**Join the voting station count team! Limited spots per voting station.*

Election Day Standby Worker, Morning: October 20, 7 a.m. to 1:30 p.m.

1-day commitment, approximately 6.5 hours

\$144.51 standby rate + \$96.34 training rate + \$15 cell phone allowance

Total Compensation: \$255.82 (refer to pay rate notes)

Driver's license, access to a vehicle and proof of insurance required

**If you are deployed to work, you will receive the rate of pay for that position*

Election Day Standby Worker, Afternoon: October 20, 1:30 p.m. to 8 p.m.

1-day commitment, approximately 6.5 hours

\$144.51 standby rate + \$96.34 training rate + \$15 cell phone allowance

Total Compensation: \$255.82 (refer to pay rate notes)

Driver's license, access to a vehicle and proof of insurance required

**If you are deployed to work, you will receive the rate of pay for that position*

Advance Vote: October 7-11, 10 a.m. to 9 p.m.

5-day commitment, approximately 11 hours per day

\$1686.90 (5-day rate) + \$96.34 training rate + \$15 cell phone allowance

Total Compensation: \$1,798.24 (refer to pay rate notes)

Advance Vote Standby Worker: October 7-11

5-day commitment

\$361.25 (5-day standby rate) + \$96.34 training rate + \$15 cell phone allowance

Total Compensation: \$472.59 (refer to pay rate notes)

If you are deployed to work, you will receive the rate of pay for that position

Senior Accommodation Facilities (SAF), October 7-11, 7:30 a.m. - 6 p.m.

5-day commitment, approximately 10.5 hours per day

\$1,686.90 (5-day rate) + \$96.34 training rate + \$15 cell phone allowance

Total Compensation: \$1,798.24 (refer to pay rate notes)

Driver's license, access to a vehicle and proof of insurance required

Advance Vote Post Secondary Schools: October 7-11, 9 a.m. - 6 p.m.

5-day commitment, approximately 9 hours per day

\$1,445.92 (5-day rate) + \$96.34 training rate + \$15 cell phone allowance

Total Compensation: \$1,557.26 (refer to pay rate notes)

Driver's license, access to a vehicle and proof of insurance required

Institutional Vote, Election Day: October 20, 7:30 a.m. - 6 p.m.

1-day, approximately 10.5 hours per day

\$337.36 (1-day rate) + \$96.34 training rate + \$15 cell phone allowance (refer to pay rate notes)

Total Compensation: \$448.70 (refer to pay rate notes)

Driver's license, access to a vehicle and proof of insurance required

Important Pay Rate Notes:

- If you accept multiple assignments during Advance Vote and on Election Day, training requirements and pay will be adjusted accordingly.
- Cell phone allowance is a one-time payment.

Number of Openings (up to): Up to 245

Work Location: Various locations across the City

How to Apply:

1. Complete an [online application](#).
2. It is recommended that you **upload a resume** as part of your application. Tip: Your resume should highlight your election experience (if any) and other similar roles.

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact employment@edmonton.ca.