
Chief Elections Officer

DEPARTMENT:	Office of the CAO – Legislative Services	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	Varies*	SALARY:	\$55.14 - \$60.78 per hour + 12% in lieu of benefits

As a central hub in the Metro Vancouver area, the City of New Westminister delivers a broad spectrum of urban services to over 92,000 residents. New Westminister is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The City of New Westminister has an exciting opportunity for an auxiliary Chief Elections Officer to coordinate the planning and implementation of all operations relating to the general local election! Duties will include, but not be limited to:

- Coordinating the planning and implementation of all operations leading up to the General Local Election
- Ensuring that legislative and legal requirements are applied and followed
- Hiring, training and supervising the work of a large number of election officials;
- Liaising with a wide variety of internal and external contacts, regarding election matters
- Coordinate the preparation and maintenance of a variety of complex and confidential material related to election administration, within the parameters of legislated and corporate procedures. Considerable independence of judgment is required.
- Other duties relating to the role.

Requirements:

- Completion of Grade 12 (or equivalent) supplemented by courses in election administration, computer literacy, inter-personal communications, and legislative interpretation, plus considerable municipal elections experience; or an equivalent combination of education, training and experience. Preference will be given to applicants with general local election experience.
- Thorough knowledge of applicable sections of the Local Government Act and Community Charter and other relevant provincial statutes, as well as City bylaw provisions and other rules, policies and procedures governing the work performed; thorough knowledge of the requirements pertaining to the use by the City of the Provincial Voters' List.
- Ability to interpret, explain and apply election law, procedures and policies.
- Ability to select and train election officials, and to plan, assign, supervise and review the work.
- Ability to liaise with a wide variety of internal and external contacts, including elected officials.
- Ability to develop and implement a complex operational plan.
- Ability to develop and implement programs such as staff training and public awareness.
- Strong ability to work independently and exercise judgment.
- Strong oral and written communication abilities.
- Ability to function effectively under pressure and to meet inflexible deadlines.
- Ability to coordinate, prepare and maintain a variety of complex correspondence, records, reports, accounts and material related to the work.
- Strong computer applications and software such as Microsoft Office Suite and familiarity with web-based applications.
- Technical ability to ensure production of ballots in accordance with vote counting equipment standards.

- Technical ability to support the logic and accuracy testing of all electronic election equipment including digital voters list.
- Technical ability to train election officials to generate election night reports, separate memory chip packs from the vote counting equipment for transport and accumulation, and accumulate accurate results in an appropriate format.
- Considerable knowledge of the geography and demographics of the City of New Westminster.
- Ability to work non-standard hours when required.
- Ability to pass and maintain a satisfactory Police Information Check
- Valid BC Class 5 Drivers' Licence and use of personal vehicle.

****This is an auxiliary position and hours will be scheduled based on operational needs to support the lead up to, day of, and close out of, the general local election. Hours of work will ebb and flow through the election process and candidates should be available to work full-time hours during peak times.***

Please apply with your cover letter and resume in one document at www.newwestcity.ca/employment by **May 1, 2026**.

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*