

## **JOB DESCRIPTION**



Job Title: **Director of Corporate Services**  
Direct Supervisor: Chief Administrative Officer  
Hours: Full-time (as per Employment Contract)  
File Reference: 07-2560-02

Affiliation: Exempt  
Salary: As Per Employment Contract  
Revision Date: March 2017

### **Position Summary**

Reporting to the Chief Administrative Officer, the Director of Corporate Services is responsible for the management of the District's legislative functions, as well as other core administrative business areas and staff. This position is designated as Corporate Officer, as outlined in the Community Charter and the Local Government Act, and will have a thorough working knowledge of the legislative, legal, and corporate responsibilities in BC local government legislation.

The Corporate Officer adheres to the responsibilities identified in section 148 of the *Community Charter*; oversees the municipal elections process; is responsible for the *BC Freedom of Information and Protection of Privacy Act* compliance; arranges support to Council/Boards/Committees; and develops and implements administrative policies and long-range department plans.

As a member of the Senior Leadership Team of the District, the Director of Corporate Services works collaboratively with other municipal managers and directors to prepare budgets, develop plans to achieve strategic organizational goals, and provide departmental updates and reports to Council.

### **Nature & Scope of Work**

1. Provides overall leadership and direction to Corporate Services staff, including work planning, scheduling, staff mentoring/coaching and monitoring of working conditions.
2. Prepares the Department's annual project-based business plan and budget tied directly to the Strategic Plan and participates in the budget process with Council.
3. Monitors the Department's overall performance against the project-based business plan and budget.
4. Develops and implements District administrative policies and operational procedures.
5. Serves as project leader on corporate-wide projects when assigned.
6. Participates as a member of the District's Emergency Management Program Committee in a designated role through the Emergency Operations Group.
7. Serves as Acting CAO when requested.
8. Coordinates local government elections and referenda pursuant to the *Community Charter*, *Local Government Act* and *Election Act*; prepares and maintains a list of electors; prepares the election budget; orders necessary equipment and supplies; and coordinates the hiring of all election staff.
9. Maintains best practices and protocols regarding Council meeting administration, corporate records management, and keeps current on legislative changes that affect local government.
10. Provides advice to District staff, committee members and council, including explanation and interpretation of bylaws, meeting protocols, procedures and rules of order; and legislative requirements.
11. Establishes operating procedures, work methods and standards covering the delivery of services in the areas of Council meetings, public notices, corporate records management, and carries out corrective action as required.
12. Oversees the process of meeting scheduling, preparation and distribution of agendas and materials for Council/Committee/Board and public hearings; bylaw preparation; distribution of all supporting material and minutes,

decisions, instructions, and resolutions of Council to appropriate parties.

13. Acts as Signing Officer for the District and Commissioner of Oaths and Affidavits.
14. Administers the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)*, including file preparation, correspondence, and timely response coordination.
15. Oversees all aspects of corporate records management for the District, including minutes of Council/Committee meetings, and original Contracts and Agreements.
16. Maintains an up-to-date database of all Council resolutions, including status updates.
17. Undertakes special projects and performs other duties as assigned, in accordance with departmental and corporate objectives.

### Knowledge, Abilities, & Skill Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis with professionalism, integrity, tact and diplomacy.
2. Strong ability to lead staff, including motivating, training, conducting performance appraisals, and helping staff to reach their work goals.
3. Ability to work collaboratively, cooperatively, and productively with all outside agencies and organizations including: senior government officials, business and development representatives, and other organizations.
4. Ability to deal with highly sensitive and confidential issues.
5. Significant experience with parliamentary procedures and Robert's Rules of Order.
6. Knowledge and understanding of municipal budgeting and finances.
7. Working knowledge of the *Community Charter*, *Local Government Act*, *Freedom of Information and Protection of Privacy Act*, and other applicable legislation.
8. Superior written and verbal communication skills, including thorough knowledge of business and technical English, spelling, and language.
9. Thorough familiarity and proficiency with Microsoft Office.
10. Strong knowledge of best practices for document management.
11. Working knowledge of the operations and functions of other District departments.
12. Demonstrate proficiency in the core competencies of:
  - a) Adaptability: Willingness to be flexible in a changing environment.
  - b) Relationship Building: Establishes and maintains respectful and cooperative working relationships.
  - c) Effective Communication: Communicates effectively with others.
  - d) Problem Solving: Recognizes and acts to resolve problems.
  - e) Organization: Organizes work so that others will understand it, in order to achieve District goals.
  - f) Customer Focus: Provides excellent service to both internal and external customers.

### Training & Experience Requirements

1. A degree in Public Administration, Law, or Political Science, including course work in municipal government. A graduate degree is an asset.
2. Minimum five (5) years' experience in municipal administration, preferably in a Municipal Clerk's Office.
3. Experience managing a municipal election.
4. Training in Project Management.
5. Superior writing and communication skills.
6. Strong public speaking skills and experience make presentations to Council.
7. Experience in the design and delivery of in-house training programs.
8. Demonstrated ability in effective leadership and management.

The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

\_\_\_\_\_  
Teresa Sullivan  
Chief Administrative Officer

\_\_\_\_\_  
Date