



DIRECTOR OF CORPORATE SERVICES AND CORPORATE OFFICER

Position Summary

Reporting to the Chief Administrative Officer, the Director of Corporate Services and Corporate Officer provides supervision, management, leadership, technical expertise and related communications, human resource administration, project management, policy and by-law reviews to Corporate Services and associated Departments; adheres to those responsibilities identified in section 148 of the *Community Charter*; oversees the municipal elections process; responsible for the *BC Freedom of Information and Protection of Privacy Act* compliance; arranges support to Council/Boards/Committees; develops and implements administrative policies and long-range department plans; prepares operating and capital budgets, and champions the District of Sooke's corporate mission and values.

Duties and Responsibilities

Management and Leadership

1. Provide overall leadership and direction to Corporate Services staff, which includes work planning, scheduling, staff mentoring/coaching and monitoring of working conditions and human resources administration.
2. Prepare 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. Monitor the Department's overall performance against the project based business plan/duties and budget.
4. Develop and implement new/revised administrative policies and operational procedures for the Department and associated Departments.
5. Participates as a member of the District's Leadership Team; act as a project leader, when assigned on corporate-wide project(s). Participate as a member of the District's Emergency Management Program Committee in a designated role through the Emergency Operations Group.
6. Serve as Acting CAO when requested.
7. Oversee the municipal elections processes pursuant to the *Community Charter, Local Government Act and Elections Act*.
8. Maintains best practices regarding Council Meeting protocols and administration, corporate records management, and information and privacy protocol, and keeps current on legislative changes that affect local government.
9. Provide advice to District staff, committee members and council; including explanation and interpretation of city by-laws; meeting protocols, procedures and rules of order; decision precedents and legislative requirements.
10. Establish 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 when needed.
11. Oversee the process of meeting scheduling, preparation and distribution of agendas and materials for Council/Committee/Board and public hearings; by-law preparation; distribution of all supporting material and minutes, decisions, instructions, and resolutions of Council to appropriate parties.

12. Act as Signing Officer for the District and Commissioner of Oaths and Affidavits.
13. Administers the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)*, which includes file preparation, correspondence and timely response coordination.
14. Oversee all aspects of the corporate records management for the District, including the safe keeping of signed, bound copies of all Council minutes. Manage the safe keeping of original Contracts and Agreements.
15. Leads, and manages the staff of Corporate Services, Bylaw Enforcement, Occupational Health and Safety and Communications, setting delivery service standards; quality assurance monitoring and follow up.
16. Ensure compliance with *Occupational Health and Safety Regulation* adopted under the *Works' Compensation Act*, and other applicable legislation and policies/procedures/practices, operational guidelines, regarding safe work practices.
17. Direct the preparation and coordination of local government elections and referenda: maintain a list of electors (Provincial Voter's List used), assists with election budget preparation and order necessary equipment and supplies for automated voting; provide assistance to the District's Chief and Deputy Chief Election Officers (directly or through a designate).
18. Assist the Chief Administrative Officer in the managing and maintaining a "Resolution Database" of all Council resolutions, including a status updates.
19. Works closely and cooperatively with the Chief Administration Officer, and assist Directors regarding corporate, human resources, communications and legislative matters.
20. Oversees access to City Hall through control of keys and fob access.
21. Undertake special projects and perform other duties as assigned, in accordance with departmental and corporate objectives.

Knowledge, Skills, and Abilities

1. Strong ability to assist staff, including motivating, training, conducting performance appraisals, and helping staff to reach their work goals.
2. Ability to work collaboratively, cooperatively and productively with all outside agencies and organizations including: senior government officials, business and development representatives and other organizations.
3. Ability to deal with highly sensitive and confidential issues.
4. Significant experience with Parliamentary Procedures and Robert's Rules of Order.
5. Knowledge and understanding of municipal budgeting and finances.
6. Strong communications skills including stakeholder engagement, web design and social media value based strategies.
7. Ability to work effectively, efficiently and economically and perform well under pressure while dealing with contentious matters.
8. Working knowledge of the *Community Charter, Local Government Act and Freedom of Information and Protection of Privacy Act*.

Demonstrated Competencies

Core

1. Adaptability - Willingness to be flexible in a changing environment.
2. Relationship Building - Establishes and maintains respectful and cooperative working relationships and team builder.
3. Effective Communication: - Communicates effectively with others.
4. Problem Solving - Recognizes and acts to resolve problems.
5. Customer Focus - Provides excellent service to both internal and external customers

Leadership

1. Strategic Agility - Anticipates future needs, opportunities and consequences. Uses a proactive approach to take action and achieve desired outcomes.
2. Innovation - Strives for innovation in the workplace. Champions new ideas and creative solutions.
3. Change Management - Actively promotes appropriate change as a necessary business function. Leads people through transition and change.
4. Collaboration - Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.
5. Supporting Employees - Empowers employees to contribute to organizational success.
6. Personal Insight and Impact - Shows awareness of self and impact on others. Works to improve own personal performance.

Required Education and Experience

A Masters degree in Public Administration with a specialization in municipal government, or the equivalent courses and experience in municipal government.

1. Certificate in Project Management.
2. Minimum three (3) years experience in municipal administration.
3. Experience working in a Clerk's Office analyzing and writing policy.
4. Experience running a municipal election (returning officer).
5. Superior writing skills and communication skills including web design and social media.
6. Ability to speak publicly and make presentations to Council.
7. Experience in the design and delivery of in-house training programs.
8. Ability to design and implement administrative systems.
9. Working knowledge of the *Community Charter, Local Government Act, Freedom of Information and Protection of Privacy Act* and other related statutes, laws, regulations and precedents respecting local government.
10. Working knowledge of Robert's Rules of Order and Procedure Bylaws.
11. Demonstrated ability in effective leadership and management.

Working Conditions / Job Environment

Work is conducted in an office environment and is subject to significant deadline pressures and challenges caused by the demand for service from the public and Council and the responsibility for ensuring that work is carried out in accordance with legislation, bylaws, and District policy practices and procedures. This position is Excluded from the Union. Working hours are not the standard nine to five and require a significant amount of time working in the evenings and on weekends.