



## **JOB DESCRIPTION**

Job Title: **Manager of Legislative Services**  
Direct Supervisor: Director of Finance and Administration  
Hours: Full-time (as per Employment Contract)  
File Reference: 07-2560-02

Affiliation: Exempt  
Salary: As per Employment Contract  
Revision Date: April 2017

### Position Summary

Reporting to the Director of Finance and Administration, the Manager of Legislative Services is responsible for the management of the District's legislative functions and responsibilities. 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 Manager of Legislative Services 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; is responsible for the maintenance of records management policies and practices for the organization; and develops and implements administrative policies and assists with the departmental strategic plans.

### Nature & Scope of Work

1. Provides overall leadership and direction to Legislative Services staff, including work planning, scheduling, staff mentoring/coaching and monitoring of working conditions.
2. Develops, manages and implements the District administrative policies, operational procedures and legislative programs, including: preparing and managing annual operational budgets; reviewing administrative procedures and processes, and developing and implementing improvements.
3. Attends meetings of Council and committees of Council, ensures meetings are conducted according to Council's Procedure Bylaw and makes observations, suggestions and recommendations on statutory matters.
4. Provides advice to Mayor and Council on the proper conduct of all meetings of the Municipal Council and fulfils the statutory duties of the Corporate Officer under the *Community Charter*.
5. Provides advice to Legislative Services staff, committee members and Council, including explanation and interpretation of bylaws, meeting protocols, procedures and rules of order; and legislative requirements.
6. 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.
7. Coordinates the Corporation's annual report in accordance with legislation.
8. Monitors the Legislative Services overall performance against the project-based business plan and budget.
9. Serves as project leader on corporate-wide projects when assigned.
10. Performs the function of the Chief Elections Officer, 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.
11. Maintains best practices and protocols regarding Council meeting administration, corporate records management, and keeps current on legislative changes that affect local government.
12. 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.
13. 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.

14. Acts as Commissioner of Oaths and Affidavits.
15. Maintains custody of the Municipal Seal, processes official documents related to land transactions, contracts, leases and agreements.
16. Performs the function of “the Head” as it pertains to the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)*, including file preparation, correspondence, and timely response coordination.
17. Oversees all aspects of corporate records management for the District, including minutes of Council/Committee meetings, and original Contracts and Agreements.
18. Maintains an up-to-date database of all Council resolutions, including status updates.
19. 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 provide direction and leadership in the provision of legislative, governance and administrative services in accordance with statutory requirements.
4. Ability to coordinate and manage multiple requests generated from a number of program areas to meet required objectives and deadlines.
5. Ability to deal with highly sensitive and confidential issues.
6. Ability to draft policies and bylaws.
7. Significant experience with parliamentary procedures and Robert’s Rules of Order.
8. Thorough knowledge of the *Community Charter, Local Government Act, Freedom of Information and Protection of Privacy Act, Elections Act* and other applicable legislation.
9. Knowledge and understanding of the philosophies, principles and practices of corporate governance, corporate records management, bylaw development, corporate administration, strategic planning and risk management.
10. Manages the bylaws of the Municipality, including supervising the naming and numbering, the process through to adoption, the consolidation of bylaws, and the storage as permanent records as required by provincial statute.
11. Superior written and verbal communication skills, including thorough knowledge of business and technical English, spelling, and language.
12. Thorough administrative, organizational, strategic and analytical thinking, problem solving and project management skills.
13. Ability to research, interpret, and provide advice and guidance on a variety of legislative, legal and administrative matters relating to areas of responsibility.
14. Thorough familiarity and proficiency with Microsoft Office, SharePoint and iCompass.
15. Strong knowledge of best practices for document management, including LGMA records management classification system.
16. Working knowledge of the operations and functions of other District departments.
17. 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. Certification in Local Government Administration, Certified Municipal Clerk designation is an asset.
3. Minimum three (3) years' experience in a supervisory role in a municipal administration, preferably in a Municipal Clerk's Office.
4. Experience managing a municipal election.
5. Training in Project Management is an asset.
6. Superior writing and communication skills.
7. Strong public speaking skills and experience making presentations to Council.
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:

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Brent Blackhall  
Acting Chief Administrative Officer

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Date