



JOB DESCRIPTION

Job Title: **Deputy Corporate Officer**
Direct Supervisor: Director of Corporate Services (Corporate Officer)
Hours: Full-time
File Reference: 07-2560-02

Affiliation: Exempt
Salary: \$86,020/Yr (2020 Rate)
Revision Date: January 14, 2021

Position Summary

Reporting to the Director of Corporate Services (Corporate Officer), the Deputy Corporate Officer assists with the functions related to the statutory duties and responsibilities of the Corporate Officer. The Deputy Corporate Officer exercises considerable independent judgment, initiative, tact, courtesy, and diplomacy in processing assignments, while maintaining confidentiality for all files that are of sensitive nature.

Nature & Scope of Work

1. Attends one-third (1/3) of Regular Council meetings and as required, to advise on procedural rules and present departmental reports.
2. Attends Committee of the Whole, Public Hearings and other meetings as required to advise on procedural rules and present departmental reports in the absence of the Corporate Officer.
3. Compiles and distributes agendas, minutes and supporting information for in-camera meetings in cooperation with the Corporate Officer.
4. Attends Committee meetings in a resource capacity, where appointed or in the absence of the Corporate Officer.
5. Performs the function of Chief Electoral Officer in conducting municipal elections and other voting opportunities and is responsible for all election and voting preparations.
6. Oversees the retention and signs off on the destruction of corporate records.
7. Supervises Bylaw Enforcement Officers and the Records Management Clerk including recruitment, orientation, training, mentoring and performance management.
8. Oversees the records management function and provides guidance to the Records Management Clerk.
9. Conducts research and drafts municipal bylaws and assists with policies, as directed by the Corporate Officer. Performs consolidation of bylaws, as required.
10. Coordinates and compiles into a report format, the Corporation's annual report in accordance with legislation.
11. Serves as "Coordinator" for Freedom of Information and Protection of Privacy Act requests.
12. Certifies documents to be registered at the Land Title Office on behalf of the District of Sooke.
13. Acts as Commissioner of Oaths and Affidavits, as legislated under the *Evidence Act*.
14. Provides information and assistance to staff, officials, and the general public.
15. Performs other related work as required.

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.
2. Ability to maintain confidentiality of matters as required.
3. Ability to work well under pressure and to a deadline.
4. Thorough knowledge of business English.

5. Thorough familiarity and proficiency with Microsoft Office, SharePoint, iCompass, Local Government Management Association (LGMA) Records Classification System or Administrative Records Classification System (Arcs) and Operational Records Classification Systems (Orcs) and Tab Fusion RMS. Tempest would be considered an asset.
6. Working knowledge of municipal legislation (i.e. Community Charter, Local Government Act and Freedom of Information and Protection of Privacy Act).
7. Working knowledge and experience with parliamentary procedures and Robert's Rules of Order.
8. Ability to draft municipal bylaws and policies.
9. Ability to lead, supervise, coach and guide others while enhancing individual and team effectiveness.
10. Working knowledge of the operations and functions of other District departments.
11. Strong written and verbal communication skills.
12. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
13. Excellent organizational and teambuilding skills.
14. 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. Public Administration Diploma or equivalent or a combination of education and experience.
2. Possession of Professional Certificate in Local Government Administration (PADM) or currently actively pursuing the program.
3. Minimum five (5) years related administrative experience in a local government environment, working knowledge of legislation and records management practices applicable to the work and the operations and functions of various municipal departments.
4. Supervisory experience and training would be considered an asset.
5. Valid Class 5 B.C. Driver's Licence.

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:

 Carolyn Mushata
 Corporate Officer

 Date

 Norm McInnis
 Chief Administrative Officer

 Date