



## **JOB DESCRIPTION**

Job Title: **Corporate Services Assistant**  
Direct Supervisor: Corporate Officer  
Hours: Full-time (as per CUPE Agreement)  
File Reference: 07-2560-02

Affiliation: CUPE 374  
Salary: \$32.43/Hr (July 1, 2017 Rate)  
Approval Date: May 2017

### **Position Summary**

Reporting to the Corporate Officer, the Corporate Services Assistant provides support to the Chief Administrative Officer, the Director of Financial Services, Corporate Officer, Deputy Corporate Officer, as well as to the Mayor and Council. The Corporate Services Assistant assists the Corporate Officer and Deputy Corporate Officer in the completion of their duties and exercises considerable independent judgment, initiative, tact, courtesy and diplomacy in processing assignments, some of which are confidential in nature.

This position also services other departments as needed in providing assistance in support of day-to-day departmental business process needs, including serving as front desk reception as required.

Hours of work as specified in the CUPE Collective Agreement Letter of Understanding #2.

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

1. Compiles and prepares agendas, meeting notices, and supporting information for all meetings of Council, Committees, and Commissions.
2. Circulates and distributes agendas and minutes to Council, Committee and Commission members and staff.
3. Prepares for meetings and takes and transcribes minutes from Council and Council Committee meetings and Public Hearings.
4. Operates the webcasting software for meetings.
5. Prepares and uploads webcasting video to website.
6. Assists the Corporate Officer in keeping senior management informed of actions arising from minutes that may require Council or special administrative follow up.
7. Assists in maintaining and tracking bylaw development, including scheduling of public hearings, in preparation for adoption.
8. Assists in organizing the annual committee recruitment process, maintains contact information for all Committee members.
9. Maintains the corporate standards for minutes and agendas related to Council and Council Committee meetings, including providing assistance to staff when bringing forward recommendations to Council.
10. Provides support for organizing annual and special events, and public engagement events.
11. Assists with records and information management practices and initiatives.
12. Assists with Freedom of Information and Protection of Privacy Act requests.
13. Assists the Chief Elections Officer in the planning and scheduling of all municipal election-related activities and requirements.
14. Assists with public communication and social media for the District, under the direction of the Director of Financial and Corporate Services, and Chief Administrative Officer.
15. Coordinates and updates Council and Council Committee meeting schedules.
16. Conducts research regarding bylaws, policies, municipal best practices and the experiences of other municipalities in related projects.
17. Arranges for posting and advertising contract tenders and other related legal notices as required.
18. Assists with contract and legal document maintenance through their lifecycle. Assist to ensure all formats and templates are in place and current for effective and accountable managing of contracts.

19. Coordinates District website updates.
20. Assist with scheduling and planning of training and professional development for staff and Council.
21. Completes all travel arrangements for staff and Council as required.
22. Provides information and assistance to staff, officials and the general public.
23. Provides support for other departments for day-to-day business process needs as required.
24. Serves as front desk reception as required.
25. 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, iCompass, and TAB Fusion RMS.
6. Working knowledge of adopted District document management practices.
7. Working knowledge of the operations and functions of other District departments.
8. Working knowledge of related municipal legislation, i.e. *Local Government Act, Community Charter*.
9. Strong written and verbal communication skills.
10. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
11. Excellent organizational skills.
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
13. Experience with taking and transcribing minutes.

### Training & Experience Requirements

1. Completion of Grade 12 or recognized equivalent, supplemented by two years of post-secondary education in local government courses and/or a certificate in local government administration; or currently enrolled in local government courses.
2. 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.
3. Experience with personal computers and computer-based applications including advanced level MS Office, SharePoint, and Databases.

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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