



JOB DESCRIPTION

Job Title: **Director of Corporate Services/Corporate Officer**
Direct Supervisor: Chief Administrative Officer
Hours: Full-time
File Reference: 07-2560-02

Affiliation: Exempt
Salary: \$148,220/Yr (2023 rate)
Revision Date: August 2023

Position Summary

Reporting to the Chief Administrative Officer, the Director of Corporate Services/Corporate Officer performs the function of Chief Elections Officer, 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. This position is designated as Corporate Officer, as outlined in the *Community Charter* and the *Local Government Act*, adheres to those responsibilities identified in section 148 of the Community Charter, oversees the municipal elections process, and is responsible for the BC Freedom of Information and Protection of Privacy Act compliance.

The Director of Corporate Services/Corporate officer provides supervision, management, leadership, technical expertise and related communications, human resource administration, project management, and policy and bylaw management to Corporate Services and associated Departments including the Bylaw Department.

Nature & Scope of Work

1. Performs the function of the Chief Elections Officer, in carrying out municipal election-related activities and requirements, 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.
2. 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*.
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. Oversees the preparation of agendas, meeting notices, and supporting information for all meetings of Council, Council Committees and Commissions.
5. Maintains best practices and protocols regarding Council meeting administration, corporate records management, and keeps current on legislative changes that affect local government.
6. Provides advice to the Council, committee members and Corporate Services staff, , including explanation and interpretation of bylaws, meeting protocols, procedures and rules of order; and legislative requirements.
7. Oversees the operation of the webcasting software and the agenda solutions software for meetings, acting as Administrator for the programs.
8. 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.
9. 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.
10. Maintains an up-to-date database of all Council resolutions, including status updates.
11. 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.

12. Keeps senior management informed of actions arising from minutes that may require Council or special administrative follow up.
13. 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.
14. Coordinates the Corporation's annual report in accordance with legislation.
15. 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.
16. 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.
17. Oversees all aspects of corporate records management for the District, including minutes of Council/Committee meetings, and original Contracts and Agreements.
18. Provides overall leadership and direction to the Corporate Services and Bylaw staff, including work planning, scheduling, staff mentoring, coaching and monitoring of working conditions.
19. Monitors the Corporate Services overall performance against the project-based business plan and budget.
20. Serves as project leader on corporate-wide projects when assigned.
21. Acts as Commissioner of Oaths and Affidavits.
22. Maintains custody of the Municipal Seal, processes official documents related to land transactions, contracts, leases and agreements.
23. 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. Superior written and verbal communication skills, including thorough knowledge of business and technical English.
11. Thorough administrative, organizational, strategic and analytical thinking, problem solving and project management skills.
12. Ability to research, interpret, and provide advice and guidance on a variety of legislative, legal and administrative matters relating to areas of responsibility.
13. Thorough familiarity and proficiency with Microsoft Office. Tempest, SharePoint and iCompass would be considered an asset.
14. Strong knowledge of best practices for document management, including LGMA records management classification system.
15. Working knowledge of the operations and functions of other District departments.

16. 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 University 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 of eight (8) years progressive experience at a senior management level of municipal government or other public sector organization including at least five (5) years in a supervisory capacity.
- 4. Experience managing a municipal election.
- 5. Extensive knowledge of principles/practices and legal requirement pertaining to the development and adoption of bylaws, contracts, agreements, and other statutory documents.
- 6. Demonstrated ability to build and maintain effective working relationships and facilitate collaboration with Council, staff, and other stakeholders.
- 7. Excellent analytical, problem solving and decision-making skills.
- 8. The ability to communicate effectively and persuasively articulate high-level information to diverse audiences and organization levels.

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:

Raechel Gray
Interim Chief Administrative Officer

Date