

JOB DESCRIPTION

Job Title: **Corporate Services Assistant**
 Reports To: Director of Corporate Services
 Pay Grade: TBD

Affiliation: CUPE Local 374
 Hours per Week: 35
 Approval Date: Sept 9, 2021

Position Summary

Reporting to the Corporate Officer, the Corporate Services Assistant provides support to the Chief Administrative Officer, the, Director of Corporate Services, 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 serves other departments as required in providing administrative assistance in support of day-to-day departmental business process needs, including serving as reception at any public facing counter as required.

Hours of work as specified in the CUPE Local 374 and District of Sooke Collective Agreement Letter of Understanding #2.

Nature and 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 employees.
3. Prepares for meetings and takes and transcribes minutes from Council and Council Committee meetings and Public Hearings.
4. Operates the webcasting software for Council meetings.
5. Prepares and uploads webcasting video to the District's website, approved social media channels and links to District's software.
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 employees 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 for the District, under the direction of the 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 of contract tenders, legislative and statutory requirements, 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. Acts as the District website champion for the department.
20. Acts as the Corporate Services records management champion.
21. Acts as the Commissioner for taking Affidavits.
22. Liaises with the T-Sou-ke First Nation including, but not limited to, organizing, planning, preparing, and attending MOU Work Group meetings and organizing and planning of joint Council events.
23. Prepares reports to Council for matters associated with Legislative Services including Committee recommendations to Council.
24. Responds to public inquiries on matters related to Legislative Services.
25. Acts as the Administrator for the District's report writing software and coordinates and provides training and support for all employees and Council.
26. Assist with scheduling and planning of training and professional development for employees and Council.
27. Completes all travel arrangements for and Council, Chief Administrative Officer and departmental employees.
28. Provides confidential and executive administrative support to the Chief Administrative Officer and Mayor. Organizes and compiles accurate briefing materials, manages calendars, arranges appointments, liaises with external agencies, coordinates conferences, drafts in-camera and regular Council reports, conducts research, drafts correspondence, and prepares other communications for distribution.
29. Prepares, executes, oversees, and monitors special projects assigned by the Chief Administrative Officer.
30. Liaises with Senior Leadership on matters pertaining to support of Council recommendation and initiatives designated by the Chief Administrative Officer.
31. Provides information and assistance to employees, officials, and the general public.
32. Provides support for other departments for day-to-day business process needs as required.
33. Serves as front desk reception as required.
34. Performs other related duties as required.

Knowledge, Skills, and Abilities Requirements

1. Ability to establish and maintain effective working relationships with municipal officials, Committee members, and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters at all times.
3. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
4. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
5. Thorough knowledge of business English.

6. Thorough familiarity and proficiency with Microsoft Office Online, records management application, land management application, and the ability to learn other software systems as required.
7. Working knowledge of adopted District document management practices.
8. Working knowledge of the operations and functions of other District departments.
9. Experience in municipal legislation and practices, including *Local Government Act* ("LGA"), *Community Charter*, LGMA records management, and *Freedom of Information and Protection of Privacy Act* ("FOIPPA").
10. Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment.
11. Strong interpersonal skills and written and verbal communication skills.
12. Excellent organizational and time management skills.
13. Excellent team building skills.

Training and Experience Requirements

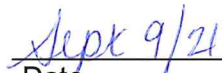
1. A post-secondary education in local government or a certificate in local government administration, office, or business administration, or equivalent, or a combination of experience and education.
2. A minimum of five (5) years related administrative experience.
3. Working knowledge of legislation and records management practices applicable to the work and the operations and functions of various municipal departments.
4. Experience with personal computers and computer-based applications including MS Office Online, records management application, land management application, and Databases.
5. Considerable knowledge of administrative practices, procedures, and standard protocol.
6. Demonstrated administrative skills and abilities including the ability to accurately transcribe minutes from complex dialogue.
7. A satisfactory Criminal Record Check.

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.

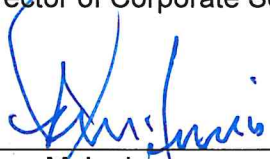
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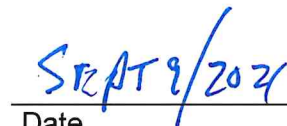
Carolyn Mushata
Director of Corporate Services



Date



Norm McInnis
Chief Administrative Officer



Date

